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# WALDRON PUBLIC SCHOOL MISSION STATEMENT

**Waldron High School's Mission is to be a collaborative team of support within the community ensuring equitable educational opportunities that challenge and motivate our students to excel as problem solvers. We are committed to developing the skills necessary for students to become confident, independent, life-long learners who are successful in their future endeavors.**

*The purpose of any school is to provide a free and appropriate education for all the students who attend school in the District. According to the Arkansas Department of Education, in the 21<sup>st</sup> century the school has an added responsibility to teach good citizenship and to function in the very complex society we live in today.*

*Over the years many other activities have been added to meet the district's needs. Communities look to their schools to provide vocational training, art, music, physical education, sports, medical sciences and various clubs and organizational activities. All these classes and activities go into the process of education by developing skills, character and leadership.*

*The school must set boundaries, guidelines and rules in order to provide an atmosphere conducive to the learning environment. The State of Arkansas requires that each student have a copy of the discipline policies of the school in which he/she attends. The state further requires that each school has on file a form signed by each student's parent/guardian, stating that they have read or received the discipline policies of the school and have on file their signature verifying this.*

*At this time we would like for each parent/guardian to read the policies and sign the form provided. The signed form must be returned to the principal's office as soon as possible. (See signature pages provided).*

*It takes everyone in the school community – students, staff, and parents/guardians to have a successful school year. Let us work together to make this year the very best for all concerned. If you have questions, please feel free to call the school.*

*Sincerely,  
Daniel Fielding  
Waldron High School Principal*

## School Calendar for 2016-2017

Date	Event
<b>August 15</b>	First Day of School
<b>September 5</b>	Labor Day/NO SCHOOL
<b>September 20</b>	Parent Teacher Conference 2:00-7:00 p.m. Student Dismissal at 1:30 p.m.
<b>October 10</b>	Columbus Day/NO SCHOOL
<b>October 17</b>	Second Quarter Begins
<b>November 21-25</b>	Thanksgiving Break/NO SCHOOL
<b>December 16</b>	End of Second Quarter/First Semester
<b>December 17-January 1</b>	Christmas Break/NO SCHOOL
<b>January 2</b>	Teacher PD Day/NO SCHOOL
<b>January 3</b>	Students Return/ Third Quarter Begins
<b>February 16</b>	Parent Teacher Conference 2:00-7:00 p.m. Student Dismissal at 1:30 p.m.
<b>February 17, 20</b>	Weather Day/NO SCHOOL if not used
<b>March 10</b>	End of Third Quarter
<b>March 13</b>	Fourth Quarter Begins
<b>March 20-24</b>	Spring Break/NO SCHOOL
<b>April 14</b>	Good Friday/NO SCHOOL
<b>May 12</b>	Graduation
<b>May 25</b>	End of Fourth Quarter/2 <sup>nd</sup> Semester Last Student Day
<b>May 26</b>	Teacher Work Day
<b>May 29</b>	Memorial Day Holiday
<b>May 30-Jun 1</b>	Make Up Days if needed

# **INTRODUCTION**

## **Alma Mater**

Oh, Waldron High,  
Oh, Waldron High,  
We'll sing your  
Praise tonight.  
To let you know  
Wherever you go  
That the Orange and Black will fight.  
We'll sing your Praise  
O'er all the earth  
And yell KI-YI-KI-YI!  
In books of fame  
We'll write your name,  
Oh, Waldron High

## **CODE OF HONOR**

1. I will be friendly and helpful to schoolmates and teachers and take no unfair advantage of them.
2. I will develop a school loyalty and spirit in all activities at home and away.
3. I will take good care of school equipment and property.
4. I will respect law and authority, act openly, and honestly, and uphold truth for worthy activity of school, community and state.
5. I will use all opportunities for acquiring an education that I may be better fitted to serve society.
6. I will be honorable, trustworthy, and capable of accepting responsibility.
7. I will maintain, at all times, the highest standards of living; clean speech, clean sports, and clean scholarship.
8. I will do my best to achieve all these purposes in order to be the best possible high school student and citizen.

## **Waldron School District Contact Numbers**

Superintendent	637-3179
Principal	637-3405
Cafeteria	637-2444
Field House	637-3332
Bus Garage	637-3399

# **I. GENERAL INFORMATION**

## **School Colors**

The senior class of 1930 chose Waldron's Bulldog emblem and school colors, orange and black.

## **Student Handbook**

It shall be the policy of the Waldron School District that the most recently adopted version of the student handbook be incorporated by reference into the policies of the district. In the event there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language. All board approved student policies may be viewed in their entirety at <http://waldron.k12.ar.us>.

## **Pledge of Allegiance**

The Pledge of Allegiance shall be recited during each school day. Those students choosing to participate shall do so by facing the flag with their right hand over their hearts, or in an appropriate salute in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desk. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comment, retaliation, or disciplinary action. A moment of silence will be observed immediately following the Pledge of Allegiance.

## **Closed Campus**

The Waldron High School Campus is closed from the time a student arrives in the morning until the completion of the school day. Students are not permitted to leave campus and return to campus during normal school hours except for medical or legal reasons or in an emergency situation, when justified in the opinion of the principal. A note signed by the doctor, dentist or a court official must accompany the student when he/she returns to campus. Signing out of school results in lost instructional time and is therefore discouraged. Arkansas Law requires that any visitor must check in at the main office before visiting with any student, teacher, or school employee. Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with permission of the school principal. Students may not sign themselves out of school. A parent must notify the school before a student may sign out of school. Students will not be permitted to sign out for lunch.

## **Driver's Test**

Every applicant for a learner's permit or for an operator's license by a person less than eighteen (18) years old by October 1 of any year must have proof of enrollment or graduation from high school to obtain a motor vehicle operator's license, according to ACT 831 of 1991. The applicant shall present proof of a "C" average for the previous school year. Students will be excused from school to take a driver's test under the following conditions:

- i. The office must receive parental permission note.
- ii. A student will not be allowed to miss the same class more than one time during the semester to take a driver's test.
- iii. A student will be excused a maximum of 3 times during a semester to take the written test.

## **Entrance Requirements**

The State of Arkansas requires that every child age 5 through age of 17 on or before August 1 of that year shall be enrolled in and attending a public, private, parochial school, or be provided home school unless a student is enrolled in an adult education program, post-secondary institution of vocational technical education, a two-year or four-year institution of higher education or the student has received a high school diploma or completed his/her GED.

To enroll in a school in the Waldron School District, the child must be a resident of the Waldron School District as defined in District policy (4.1 – RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40-HOMELESS STUDENTS or in policy 4.52-STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a School Choice option and submit the required paperwork as required by the choice option.

Students who move into the District from an accredited school shall be assigned to the same grade they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home school and private school students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Department of Education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth
  - c. An attested baptismal certificate
  - d. A passport
  - e. An affidavit of the date and place of birth by the child's parent/guardian
  - f. Previous school record
  - g. United States military identification
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas State Department of Health.

**Exchange students coming in to the district must be enrolled at or before the 5<sup>th</sup> day of school.**

#### **Uniformed Services Member's Children**

For the purpose of this policy, "active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

- active duty members of the uniformed services
- members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period one (1) year after medical discharge or retirement
- members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

#### **An eligible child as defined in this policy shall:**

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age
2. Be eligible for enrollment in the next highest grade level, regardless of age of the student has satisfactorily completed the prerequisite grade level in his/her previous school
3. Enter the District's school on the validation level from his/her previous accredited school when transferring into the district after the start of the school year.
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the district from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and/or programs
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the district school from performing subsequent evaluations to ensure appropriate placement of the students.
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the district school from performing subsequent evaluations to ensure appropriate placement of the student
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent.
8. Be eligible to continue attending district schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

### **Consequences for Bus Misbehavior**

Although the bus transportation supervisor or bus drivers may elect to give written warning, bus discipline referrals to the principals or assistant principals will be handled as follows for routine offenses.

- 1<sup>st</sup> Offense- Parental Contact
- 2<sup>nd</sup> Offense-3 Days Bus Suspension
- 3<sup>rd</sup> Offense-5 Day Bus Suspension
- 4<sup>th</sup> Offense-10 Day Bus Suspension up to removal of bus privileges

At the discretion of the principal or assistant principal, any disciplinary steps outlined in the bus conduct policy may be circumvented and stronger action may be taken if necessary.

Offenses that are more serious may result in denial of bus privileges even though the student had no previous bus discipline reports. Acts of deliberate vandalism will result in restitution of cost or suspension from the bus, or both beginning with the first offense.

If significant amount of time has elapsed between bus referrals and the principal or assistant principal does not feel that the next consequence is appropriate, the principal has authority to deviate from the outlined consequences with justification. Students in grades K-1 may be given additional warnings and additional opportunities to correct behavior due to age level and limited bus riding experience. Riding the bus is a privilege. When student conduct requires this privilege be denied, it will be the responsibility of the student and parent/guardians to find alternate means of transportation.

### **Transportation**

Students are subject to the same rules of conduct while traveling to and from school as they are while on the school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus may not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior may also include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent/guardian. The bus is an extension of the school. The policies and rules used in the school building will also be used on the bus.

### **Withdraws**

Students withdrawing or transferring from Waldron High School must turn in all state textbooks/chromebooks, and clear all obligations and fees through the office before students' records will be processed. All student school records and education records in the Waldron School District will be maintained in compliance with the Family Educational Rights and Privacy Act of 1974.

### **Health Records**

Arkansas State Law requires all students to have complete immunization records in order to register for school. Students transferring to another school from Waldron High School or transferring to Waldron High School must produce copies of their health records in order to enroll.

If a student is seeking a religious exemption, his/her parents should complete a specified Exemption Request Form obtained from the school nurse. Parents are responsible for completing the form and mailing it to the Arkansas Health Department. The Director of the Health Department will rule on the exemption request and notify the parents and school of the decision.

If Immunization Records are not available within thirty (30) days for a student transferring to Waldron High School, the student must retake the entire immunization series. The Immunization Records must have specific dates for each immunization.

### **Health Nurse**

Purpose: To provide treatment for minor ailments and accidents and to assure adequate immunization in accordance with Arkansas Requirements.

Permission slips must be signed by parent or legal guardian before any medication or emergency treatment can be given by doctor or hospital. Parents will be notified prior to doctor or hospital visit if at all possible. Students must check with the Principal's Office before going to the Health Nurse.

Any student who is taking medication while at school must take the medicine to the Principal's Office when he/she arrives at school, including non-prescription drugs. Vision and hearing tests are done at the Scott County Health Unit if any parent, student, or teacher feels the exam is necessary.

The Health Office cooperates with the school counselor, Scott County Health Unit, Social Services, and Juvenile Services to provide counseling and assistance for any student.

Hearing and vision exams are administered to all 6<sup>th</sup> and 8<sup>th</sup> grade students by the Health Nurse. All special education students are tested annually, as well as, any student referred by parent or teacher. Letters of

Referral will be sent by the school nurse to the parents of any child who fails either the hearing or vision exam given at school.

Students must store all prescription and over-the-counter medication in the school office upon arrival. That medication will be dispensed according to parental instructions and/or instructions printed on the original container specifically identifying the person for whom the medication was prescribed and the dosage schedule. Students taking medications over an extended period of time shall complete form 4.35F for file with the school office and/or nurse.

Students who are sent home from school for medical reasons may not participate in any after school function on that day unless cleared by a doctor. If the function is tied to the student's grade an alternative form of assessment will be provided.

### **Student Medication**

Prior to the administration of any medication to any student, written parental consent is required by filling out the school MEDICATION ADMINISTRATION CONSENT FORM.

Medications must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions or warnings. Medication consent forms are available in the office.

Self-medication is only allowed for students utilizing asthma inhalers and/or auto injectable epinephrine. In order to self-medicate the following must be provided:

- A written medical statement from a health-care provider who has prescriptive privileges that the student has a medical condition requiring the need to carry the medication;
- The specific medication described in the written statement;
- An individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing medical episodes of the student and for medication use by the student during school hours;
- A statement from the prescribing health-care provider that the student possesses the skill and responsibility to use and administer the medication;
- A signed MEDICATION SELF-ADMINISTRATION CONSENT FORM, available in the office.

### **Prescription Drugs**

Students using prescription or over-the-counter drugs for medical purposes must store the medicine in the High School office while at school. Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individual health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse). For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to

the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in the IEP or 504 plans. The district's supervising Registered Nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue inhaler or auto injectable epinephrine, or both, and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way, diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler or auto-injectable epinephrine, or both, does not require him/her to have such on his/her person. The parent/guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both, on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. An IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations.
2. A current, valid consent form on file from their parent/guardian.

#### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent/guardian of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

#### **Physical Examination or Screenings**

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

Rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

#### **Head Lice Policy**

The Waldron School Board has adopted the following policy to help contain and prevent lice infestation in the Waldron Schools:

1. Periodic screening of the student by trained personnel. School personnel should be sensitive to the psychological impact on both parent and child.
2. Parents of identified students will be contacted. Arrangements will be made to remove the student from school. On the first occurrence of head lice infestation, the student will be sent home and will receive an excused absence notation. Subsequent days and/or recurring infestations will result in unexcused absences.
3. Parents will be provided with information on treatment. It is the parents' responsibility to ensure the child is treated before returning to school.
4. The student may return to school the next school day after identification, providing the following has occurred:
  - Apply head louse shampoo according to your physician's instructions or the label instructions provided by the drug manufacturer. No published evidence indicated that one medication is superior to the others.
  - Thoroughly clean all aspects of the household environment surrounding the child (bedding, carpet, etc...)
  - Have your child put on clean clothing after the treatment.
5. The parent shall accompany the student to school (the nurse's office) and verify that the treatment has been made. School personnel will re-examine the student. There must be no signs of lice infestation before re-entry is approved. School board policy requires that all nits must be removed from the child's hair before being re-admitted to the school.
6. In addition to the parents' efforts at home, the school is also taking appropriate measures to prevent and contain head lice infestations in the classroom including: Vacuuming carpets daily, treating classrooms with lice killing spray, and checking the students hair each Friday or when appropriate.
7. Chronic head lice infestations may be addressed through referral to local or state agencies to assist parents in eliminating the infestation. Failure to resolve the problem could result in a Family In Need of Services (FINS) being filed with the court system.

#### **Flower Deliveries to Students**

Waldron High School recognizes that there are special occasions that warrant the delivery of flowers to a student, but the school does discourage repeated deliveries that have no special significance. All flower deliveries will be stored in the principal's office. Students receiving flowers may pick them up at the end of the school day. Helium balloons and glass containers are prohibited on the school bus.

#### **Senior College Visitation**

Seniors are allowed two days to visit a college campus of their choice. These days will be considered a school day and the student will not be counted absent. The student will be allowed to make up work missed these days. Students must make arrangements in advance of this visit through the counselor's office for this privilege. Juniors are allowed one college visitation day.

#### **Office Telephone**

Students may use school phones for the following reasons:

1. To call parent/guardian when the student becomes ill
2. To make a call regarding school business
3. In an emergency situation
4. With teacher permission

\*\*Students will not be dismissed from class to use the phone except in extreme situation.

#### **Field Trips**

Field trips serve the instructional program by utilizing those educational resources of the community that cannot be brought into the classroom. The principal must approve all field trips in advance. Any special arrangement such as transportation, meals, etc. must be approved in advance.

#### **Solicitation of Funds**

**NO** student is authorized to solicit funds in the name of WHS or any organization of WHS without express permission from the principal.

#### **Emergency Drills**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one in the months September, January and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year. For school-year 2015-16, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that it is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods. Other type of emergency drills may also be conducted to test the implementation of the District's emergency plans in the

event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

### **Drills for Fire**

Fire drills will be conducted monthly without advance notice. This is for the protection of the students and should be taken very seriously. Results of the drills will be reported to the State Department of Education and State Fire Marshal's Office. Fire drills will be practiced until all teachers and students are familiar with the routine.

- a. The fire signal will be accompanied by an all call message indicating fire to all building. Should a power failure occur, a special messenger would be dispatched to notify the teachers and students to evacuate the building.
- b. Under the direction of a teacher, the students are to leave the room and the building single file. Do not stop to get books, coats or other belongings. Leave quickly and in an orderly manner. No talking is permitted during the drill so that directions may be heard.
- c. All windows and doors must be closed. The first student reaching the outside exit door of the building will hold open the door until the last person is out. Teachers will be the last ones to leave the building and will see that the door is closed.
- d. An all call message will be the signal to re-enter the building or a messenger will notify the students when to re-enter the building.
- e. Each teacher will explain the evacuation plan during the first week of school.

### **Fire Exit Routes**

Maps are posted in all buildings showing the primary fire exit routes. Of course, if these are blocked by fire, responsible adults at the scene will designate alternate routes. It is important that everyone remain calm in an actual emergency situation so that damage to individuals and property can be kept to a minimum if at all possible.

### **Drill for Tornadoes**

The principal's office will notify each teacher when a severe thunderstorm or tornado watch is imposed. This will serve as an indication to prepare for actual tornado conditions. Students need to be informed of the watch situation. Students should be closely supervised during watch conditions. Only the most urgent traffic should be allowed. The faculty and students will be notified when an actual warning is issued. Both faculty and students should remain calm and follow established procedures. During warning conditions, small objects (e.g. pens, pencils, paperweights, etc.) and all loose papers and books should be placed on the floor as near a wall as possible. When an actual tornado is approaching a signal will be initiated by the civil defense and notification of the students and teachers will be delivered through the intercom system by the office. Should a power failure prevent the bell from ringing, special messengers will deliver the message to the classrooms and other areas where students and teachers may be located. The following procedure will begin immediately upon receipt of the tornado signal:

- a. Students shall leave the classroom and be seated in the designated tornado safe hall facing the lockers.
- b. The knees should be drawn up with the head resting on them. Use the arms to encircle the knees for support.

### **Assemblies**

Assemblies have a threefold purpose: to instruct, to inspire, and to entertain. Some assemblies may stress all three objectives, while some may have only a single purpose. Students are expected to exhibit courteous and attentive behavior during all assemblies.

### **Inclement Weather**

During inclement weather, students may enter the Commons area before school and at lunch and be seated. When the bell rings, students may go in an orderly manner to their lockers.

### **School Closing**

The official announcement for school closings due to bad weather such as ice, snow and low temperatures may be heard on KTCS (99.9 FM), Ft. Smith and KFSM (TV-5), Ft. Smith. Waldron Public Schools has in place emergency crisis procedures, in the event of a crisis or other emergency situation. You may be notified by our school Alert Now system.

### **Vending Machines**

Vending machines may be used throughout the day as long as there is no interruption to the learning process.

### **Campus Litter**

It is the intent of the administration to maintain a clean campus, free of paper and other litter. Students are expected to use litter barrels for candy wrappers, chip wrappers, cola cans, and other snack or lunch debris. Failure to maintain a clean campus will result in the loss of privileges of the use of the vending machines and all other concession items being sold by clubs or organizations.

### **Report to Parents/Parent –Teacher Conference**

A report to parents is issued every nine weeks and the semester grades are recorded on permanent records. A progress report will be sent home with the student each grading period at the end of the five weeks and it is the responsibility of the student to make sure that the parents see the reports. Progress will be mailed to the parents of the students who are making below average grades. A summary of the reports will be on the file in the office.

Parents and guardians are encouraged to visit the school to confer with teachers, counselors and principals concerning their child. One day each semester will be built into the school calendar for the parent teacher conference days. The school shall document parent or guardian participation in the conference.

## **II. CLASSIFICATION, GRADING, GRADUATION**

In grades 9-12, credit will be given to any student for any course that has been completed with a passing grade. Senior high students will be classified at the beginning of each year as follows:

*Freshmen*.....Students who are promoted from the eighth grade.

*Sophomores*.....Students who have passed 5 units of credits.

*Juniors*.....Students who have passed 11 units of credits.

*Seniors*.....Students who have passed 17 units of credit and are on track for spring graduation.

### **Promotion/Retention-Secondary**

Students who do not score proficient or above on an End-of-Course test or on the Grade 11 Literacy test shall successfully participate in a remediation program before they can receive credit for the course. The lack of credit could jeopardize their classification due to insufficient credits to qualify for the next grade.

### **5.11—PROMOTION/RETENTION/COURSE CREDIT FOR 9-12 SCHOOLS**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Waldron School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or his/her designee.

All students must successfully pass all end-of-course (EOC) assessments they are required to take, unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

### **Schedules**

Waldron High School students will have an assigned course for each period of the school day. Seniors may take college courses off campus provided that they meet the state guidelines for a full time student. Any exceptions will require administrative approval and will be based upon Arkansas Law and School Board Policy. A student may take two English credits the same semester at WHS unless he or she failed one of the courses previously. Approved correspondence and summer school courses in other school systems may be taken for credit only when a student has failed that course previously. It will be the student's responsibility to see that grades are sent and received. All costs of such courses will be at the student's expense.

### **Unit of Credit**

A unit of credit is awarded when a student has successfully completed a course in a subject. Students may elect to take a course for no credit if there is room; however, grades will be given and attendance will be kept. All normal course requirements must be fulfilled.

### **Books and Materials**

All students are expected to have books and instructional materials allocated for each class. Lack of interest or refusal to acquire the necessary materials could result in disciplinary action. Students will have to pay for lost or abused books. Students are not allowed to write on or in the books. Student records will not be cleared until the student has paid for abused or lost textbooks.

### **Grading Scale**

The following grading scale shall be used for grading purposes in all classes:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59-0
- I Incomplete

Grades assigned to students for performance in a course shall reflect only the extent to which the student has achieved the expressed academic objectives of the course. The following grading scale shall be used for grading purposes in all classes.

- A 4 points
- B 3 points
- C 2 points
- D 1 point
- F 0 points

### **Advanced Placement**

Students are encouraged to enroll in AP courses. Waldron High School offers these courses in order to provide students with the opportunity to experience an in-depth approach to the subject matter. Completion of these AP courses will better prepare students for post-high school education, for the ACT exam and for developing those habits of mind which lead to successful living.

A student in an AP course is expected to remain enrolled for the duration of the class. A student wishing to drop an AP course must understand the seriousness of the matter. Part of the learning experience of AP is accepting the challenge of the rigor of the course and devoting the time and focus to meet the challenge. A student who wishes to drop an AP course must first make that fact known to the teacher. The student will meet with a committee of educators which include a counselor, principal and teachers. The entire process may require a few days.

Parental permission will be obtained before a student is allowed to withdraw from an AP class. Students who take advanced placement courses shall be graded according to the following:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59- Below

For the purpose of determining grade point average, the numeric value of each letter grade shall be:

- A 5 points
- B 4 points
- C 3 points
- D 2 points
- F 0 points

Students taking AP courses shall receive weighted credit as described. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who are a no show on test day may be required to pay the school the test price. Students who do not take the AP exam shall receive the same numeric value for the grade he/she received in the course as if it were a non-AP course. Students who transfer into the district will be given weighted credit for the Advance Placement courses taken at his/her previous school according to the preceding scale.

### **Graduation Requirements**

*22 units of credit to meet State of Arkansas requirements include:*

- 4 units of English
- 4 units of Math
- 3 units of Science
- 3 units of Social Studies
- ½ unit of Fine Art
- ½ unit of Health
- ½ unit of Physical Education
- ½ unit of Speech
- ½ unit of Economics (included in Social Studies)
- 6 Electives that are considered to be academic/technical

Waldron High School requires each graduate to have successfully completed 24 courses or units of credit. One course is defined as meeting for a minimum of 120 seat hours. To complete the WHS requirement of 24 courses, students may choose from academic units, technical units or active courses such as band, athletics or choir. A junior who has completed the above requirements may graduate. To be eligible for senior privileges (senior pictures in the yearbook, name on the senior walk, senior voting rights, etc.) a student must demonstrate a track of graduation and declare to the principal their intentions by September 1<sup>st</sup>. All students who successfully complete the course work required for graduation are eligible to participate in the graduation ceremony.

**\*WHS students shall be enrolled in an English Language Arts and a Mathematics class each year, grades 9-12.**

### **Smart Core Curriculum and Graduation Requirements**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the student if 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent records. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in the student handbooks for grades 6-12 and both students and parents must sign an acknowledgment they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and jeopardize admission to certain colleges. Students initially choosing the Core curriculum may subsequently change to the Smart Core Curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward Graduation necessarily apply to Smart Core requirements. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

#### **SMART CORE: Sixteen (16) units**

**English:** Four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>

**Oral Communication:** one-half (1/2) unit

**Mathematics:** four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9
2. Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3. Algebra II; and
4. The fourth unit may be either:
  - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or Advanced Placement math courses. (Comparable concurrent credit college courses may be substituted where applicable) or
  - One unit of computer science chosen from the ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by the ADE.

**Natural Science:** a total of three (3) units with lab experience chosen from one unit of Biology and either

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

One unit of computer science chosen from the ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by the ADE.

**Social Studies:** three (3) units

- Civics one-half (1/2) unit
- World History – one unit
- American History – one unit

**Oral Communications:** one-half (1/2) unit

**Physical Education:** one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

**Health and Safety:** one-half (1/2) unit

**Economics:** one-half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

**Fine Arts:** one-half (1/2) unit

**Career Focus: Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires four (4) units for a total of 26 units (Class of 2015) or three (3) units for a total of 25 units (Class of 2016) and two (2) units for a total of 24 units (Class of 2017 and beyond) to graduate which may be taken from any electives offered by the district.

Beginning with the entering 9<sup>th</sup> grade class of 2014-2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

**CORE: Sixteen (16) units**

**English:** four (4) units – 9, 10, 11, 12

**Oral Communications:** one-half (1/2) unit

**Mathematics:** four (4) units

- Algebra I or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substitute where applicable)
- One unit of computer science chosen from the ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by the ADE

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

**Science:** three (3) units

- At least one (1) unit of biology and

Two units chosen from the following three categories

- Physical Science
- Chemistry
- Physics

One unit of computer science chosen from the ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by the ADE

**Social Studies:** three (3) units

- Civics one-half (1/2) unit
- World History one (1) unit
- American History one (1) unit

**Oral Communications:** one half (1/2) unit

**Physical Education:** one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

**Health and Safety:** one-half (1/2) unit

**Economics:** one-half (1/2) unit – dependent on the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits for the six (6) required Career Focus elective credits.

**Fine Arts:** one-half (1/2) unit

**Career Focus: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires or three (3) units for a total of 25 units (Class of 2016) or two (2) units for a total of 24 units (Class of 2017 and beyond) to graduate which may be taken from any electives offered by the district. Beginning with the entering 9<sup>th</sup> grade class of 2014-2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

### **Commencement**

Commencement exercises will be held at the end of the school year. The sponsors of the Senior Class, in conjunction with the graduation committee, direct planning. The graduation class will wear caps and gowns during the Commencement. Caps and gowns will be black. Graduates shall dress appropriately for the occasion. Males: slacks, collared shirts, hard-soled shoes. Females: pantsuit or dress and hard-soled shoes.

The National Anthem will also be played at the commencement exercises.

### **College Courses**

Any student who is enrolled in grades 9-12 shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulations adopted by the college or university.

Any student who enrolls in and successfully completes a course(s) offered by such college, technical college, or university shall be entitled to receive both high school and college grades counted as high school credit (credit earned by CLEP examinations may not be counted as high school credit) toward graduation. Composition I and II can count as Senior English.

Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college, or four-year college or university shall be the equivalent of one-half unit of high school credit. This credit shall be counted by WHS toward graduation including credit earned during summer terms under the following conditions:

- A. The student requests substitution for a course required for high school graduation with a college course.
- B. The institution of higher education certifies that the content of the college course meets or exceeds the requirements of the high school course content guide.
- C. The student requests the college to send WHS an official transcript of completed work.

In the case of college freshman and English 12, the method listed above may apply.

If the student has an ACT or SAT score that meets or exceeds the cut off score for remedial English placement (19 or above on the English section of the ACT), freshman English may substitute for English 12 upon written request of the student. All cost of higher education courses taken for concurrent college credit are the student's responsibility.

### **Honor Roll**

Students in grades 9-12 who participate in the Smart Core Curriculum and maintain a 3.00 GPA for the grading period will be recognized as honor roll students.

### **Senior Class Ranking**

Students who have completed graduation requirements in regular and/or AP classes only shall be ranked according to GPA on a 5.0 scale determined by Arkansas' student information system. (E-School).

### **Honor Graduates**

Students who have successfully completed preparations for post-secondary education as well as one Advanced Placement course, and have a 3.25 or better cumulative GPA on a 4.0 scale in all regular and/or AP classes shall be eligible for distinction as an Honor Graduate. The Advanced Placement course must be selected from one of the four core areas: English, Math, Science, or Social Studies. Honor Graduates are to be determined at the end of the second semester of the senior year. Honor Graduates will wear a gold honor cord at graduation and will be recognized on the commencement program.

#### **Medallion Scholars**

Students who have successfully completed preparations for post-secondary education as well as two Advanced Placement courses, and has a 3.50 or better cumulative GPA on a 4.0 scale in all regular and/or AP classes shall be eligible for distinction as a Medallion Scholar. The AP courses must be selected from two of the four core areas: English, Math, Science, or Social Studies. Medallion Scholars are to be determined at the end of the second semester of the senior year. Medallion Scholars will wear a gold honor cord and medallion at graduation and will be recognized on the commencement program.

#### **Graduates of Distinction**

Students who have successfully completed preparations for post-secondary education as well as three Advanced Placement courses, and have a 3.75 or better cumulative GPA on a 4.0 scale in all regular and/or AP classes shall be eligible for distinction as a Graduate of Distinction. The Advanced Placement courses must be selected from three of the four core areas: English, Math, Science, or Social Studies. Graduates of Distinction are to be determined at the end of the second semester of the senior year. Graduates of Distinction will lead the procession during the graduation ceremony. Graduates of Distinction will wear a gold honor cord, medallion and white sash at graduation and will be recognized in the commencement program.

#### **Valedictorian and Salutatorian**

To be considered for the honor of Valedictorian or Salutatorian the students must first meet the criteria for the Graduates of Distinction and have attended Waldron High School for three of the four high school years. The Valedictorian and Salutatorian are to be determined at the end of the second semester of the senior year. The Valedictorian will be the student with the highest GPA on a 5.0 scale carried to the fourth decimal point. The fifth decimal point does not round up to the fourth. The Salutatorian will be the student with the second highest GPA on a 5.0 scale carried to the fourth decimal point. The fifth decimal point does not round up to the fourth.

The Valedictorian and Salutatorian will be given the opportunity to deliver a speech at graduation and will be recognized in the commencement program. Students will receive Valedictorian and Salutatorian medallions and a certificate of academic achievement. Students with these honors will have the words 'Valedictorian' or 'Salutatorian' embroidered on their Graduate of Distinction sashes. In the event of a tie, the students will share the honor of Valedictorian or Salutatorian. Regalia recognizing levels of honors will be cumulative. (Example: Graduates of Distinction will wear a cord, medallion, and sash in recognition of his/her honors.)

Quality points as assigned by the Arkansas Department of Education will not be used to determine Honor Graduates, Valedictorian, nor Salutatorian. Students receiving honors will be approved by the building principal and the superintendent.

#### **Core of Courses Recommended for College Preparation**

Research and the experience of students, faculty and administrators indicate that students taking a solid high school core of courses have better scores and greater success in institutions of higher education. To increase chances of success, the following minimum core courses are recommended by the Arkansas Department of Higher Education and the Waldron School Board:

4 units of English

3 units of Natural Science: Physical Science, Biology, Chemistry or Physics

3 units of Social Studies: Civics, World History and American History

4 units of Math: Algebra I, Algebra II, Geometry and an Advanced Math. Four units of math required to meet unconditional admission in a four year institution: Algebra I, Algebra II, Geometry and an Advanced Math.

#### **Homework Policy**

Homework is considered an integral part of the educational program of Waldron High School and shall be required in each class. The individual teacher will determine appropriate assignments as befits the objectives and needs of the particular course or class. Homework may not be necessary each day, but students may have several different assignments given per day. It is the responsibility of the student to turn their work in on time. If a student fails to turn their homework in on the day it is due, they will be given one day of morning detention, each day it is late, as well as lose 5% per day.

#### **Semester Test Policy**

Semester tests or Final Projects will be taken in all courses. Students that have a C average with two (2) absences or less will be exempt from semester tests. Students that have a B average with three (3) absences or less will be exempt from semester tests. Students that have an A average with four (4) absences or less will be exempt from the semester tests. All absences, except school business, will be counted toward exemption of semester tests.

### **Contact with Parents**

Waldron Public Schools believe that good educational development relies upon a partnership between school and the Parent/Guardian. The Parent/Guardian should be informed of the progress or lack of progress of each student in both academic and conduct areas. To help develop this partnership, the faculty/staff of WHS will make every effort possible to keep the Parent/Guardian informed of the student's progress and to enlist the aid of the Parent/Guardian in correcting poor work habits, unacceptable personal habits and attitudes, and disruptive behavior which may be an obstruction the students from benefiting as fully as possible from the educational and activity programming of the school. Teachers will attempt to make contact with the Parents/Guardians of students who:

1. Are not completing homework or class work satisfactorily.
2. Are causing disciplinary problems in the classroom or elsewhere on the campus.
3. Are failing a particular class or activity.
4. Are exhibiting any actions that could prevent them or their classmates from receiving maximum educational benefit from their schoolwork. Teachers are encouraged to notify Parent/Guardians of outstanding achievement or substantial improvement made by students in academic activity or conduct areas.

### **Schedule Changes**

Schedule changes can only be made upon approval of the counselor and/or principal.

### **III. STUDENT VEHICLE REGULATIONS**

Students must have a valid Arkansas Driver's license in order to drive or park on WHS campus. All vehicles (cars, trucks, motorcycles, mopeds, etc.) must be registered at the principal's office the first day of school or as the student begins operating them on campus. Students are not permitted to drive off campus and return to campus during normal school hours except:

1. To visit a doctor or dentist
2. In an emergency situation
3. When justified in the opinion of the principal

Once a vehicle is parked on the campus, it should not be moved for any reason without permission from the office, until the student owner/driver leaves the campus for the day. Students are not to sit in parked vehicles on campus at any time during the school day.

Students are not to return to their vehicles at any time during normal school hours unless accompanied by a faculty member. Vehicles should not be used as a storage place for books, lunches, etc. Vehicles on campus should always be locked when left unattended. Each student driving a motorbike, car or other vehicle must show proof of insurance coverage for the driver. Vehicles are to be operated in a safe manner. Operation of radios, CD players, or other sound devices within a vehicle are prohibited. Failure to abide by these regulations will result in the loss of the privilege to park a vehicle on school grounds.

## **IV. STUDENT SERVICES**

### **Cafeteria**

Well-balanced meals are served each school day in the school cafeteria for students and school personnel. Students may select the regular tray lunch, hamburger/fries or salad bar. Students are expected to conduct themselves in the cafeteria in accordance with the following rules:

1. Students are to line up in the designated area of the Commons so as not to disrupt the flow of traffic.
2. No horseplay or excessive noise will be tolerated in the cafeteria.
3. Students are responsible for disposing of empty trays in the proper place.
4. Students who have finished eating shall allow others to use their seat when necessary.
5. Food deliveries by parents, friends or vendors will not be allowed except as a part of a school function.
6. ALL food and drink stays in the Commons area unless it is for a school function or school club meeting.
7. Students are encouraged to pay for lunches by the week or month before school each Monday. Charging for breakfast/lunch is highly discouraged. A student may not accumulate more than ten (10) charges. A letter will be sent to the parent when the student has at least five (5) charges. Free and reduced lunches and free milk are available for those whose income is limited or if you have unusual expenses. Applications for free and reduced meals are sent home with the children at the beginning of the school year or are available upon school enrollment. Please contact the Cafeteria Administrator, Juanita Hayward, if other arrangements need to be made.

### **Guidance Program**

Waldron High School provides a comprehensive guidance and counseling program for all high school students through classroom, small group and individual counseling.

Guidance and counseling services are offered in the following areas:

1. Assisting students in the process of growing in personal, social, educational and career development.
2. Assisting students to appropriately cope with crisis situations through effective problem solving skills.
3. Assisting the school staff in its efforts to promote the developmental growth of the students.
4. Assisting the family in its efforts to understand the developmental growth of children.

### **Library/Media Center**

The library at Waldron High School opens at 7:55 am each school day and remains open until 3:30 pm. The library will be closed 5<sup>th</sup> period for the media specialist's lunch/planning period.

The Dewey Decimal System of classification is used to arrange the books in the library. The Reference Collection is to be used only in the library. Reserve books may be used in the library or checked out overnight the last five minutes of 7<sup>th</sup> period class. Students are to return reference books, magazines and newspapers to the proper places when finished with them. Books are checked out for two weeks at a time. A fine of ten cents per day is charged for overdue books; however, this fine is reduced to five cents if the student pays the fine at the time he/she returns the book. Students who do not take care of those fines will not be allowed to use the library until those fines are paid. Students are expected to be quiet and cooperative in the library. Those who cannot conform to library regulations will be sent back to their classroom. Fines will be assessed for lost or damaged books. Any unpaid fine will result in the student not receiving his/her report card until a parent/guardian conferences with school personnel concerning arrangements for payment. Fines could prevent the student from traveling on field trips.

### **Lockers**

Lockers will be assigned to students at the beginning of the year. Lockers may not be shared. The locker assigned to you is your responsibility to keep clean and in good condition for the year. Students will not be allowed to use more than one locker or change lockers without permission from Administration. Students are advised not to bring large amounts of money or other valuables to school. The school is not responsible for student's personal property. Students are encouraged to use school provided locks to protect property.

### **Student Insurance**

Student insurance for school activities and coverage during the school day is provided by the Waldron School District. However, parents are encouraged to maintain their own insurance coverage as student insurance provides only basic, minimal coverage.

The following facts should be fully understood by the parents/guardians of all Waldron School District athletes and students who participate in school sponsored activities in grades PK through 12<sup>th</sup>:

1. The Waldron School District has entered into a contractual agreement with Dwight Jones Agency for athletic and extracurricular insurance underwritten by Dwight Jones Agency for students in grades PK-12. This coverage is for AAA sponsored activities, including all AAA athletic events. Your child will be covered while participating in, practicing for and traveling to and from such an activity in a school furnished vehicle.
2. Waldron School District assumes no responsibility as a result of injuries that occur during an athletic or AAA event, however this insurance is provided at school expense. This is SECONDARY INSURANCE to whatever health insurance the parent/guardian has for their child, and all claims should be filed with

- the primary health insurance company and with Dwight Jones Agency. You will need to indicate on the form the name and address of your regular insurance carrier.
3. If the student has no other insurance coverage, Dwight Jones Agency will become the primary carrier and will pay accordingly. The parent/guardian should indicate on the claim form if they have no other health insurance.
  4. All policies have limitations. Dwight Jones Agency will become the primary carrier and will pay accordingly. The parent/guardian will be responsible for any amounts remaining after both the primary health insurance and Dwight Jones Agency limitations have been reached.
  5. Waldron School District and its employees are NOT responsible for any cost for treatment to your child by any doctor.
  6. In case of an injury, it is the responsibility of the parent to file a claim form. These forms are available in the principal's office, from the trainer or coach, or the Administration Office, located at 1560 W 6<sup>th</sup> St. The coaches, trainer, sponsors or administrative personnel will be happy to help complete the form; however, no School District employee is responsible for filing your claim.
  7. As with any policy, there are policy exclusions. Please review the Policy Exclusion and Limitations that are listed in the brochure.
  8. Treatment must begin within 60 days from the injury and claims must be filed with 90 days of the injury. Benefits will be paid for covered expenses incurred within 52 weeks from the date of the accident.
  9. Since the insurance is for AAA sponsored events only, you may wish to purchase the additional insurance that is available to your child. This should be purchased at the beginning of the school year. The at-School Coverage provides coverage for injuries that occur at school or during school sponsored activities during the regular school year. The 24 Hour Coverage provides coverage 24 hours a day until one year after the date the school year begins.
  10. \*\*If you have any questions, feel free to call or ask your coach or sponsor.

# **V. EXTRACURRICULAR ACTIVITIES**

Waldron Public School provides a number of extracurricular activities for its students as part of a total educational experience. Students who participate in interscholastic competitive events such as athletics or band must maintain academic standards set by the Arkansas Activities Association and Waldron Public School. Students wishing to be a member or participate in other clubs or activities must meet the requirements of the particular club or group.

Extracurricular activities will be scheduled so that instructional time will be maximized. Students must be in attendance at least 4 academic courses on the day of an after school activity in order to participate. Students must be on time to school the day of the activity and the day after the activity. Students who are late to school on a regular basis will be ineligible for participating in extracurricular activities while serving disciplinary actions. Students will not miss scheduled classes for extracurricular activities except for participation in district, state or national events. Exceptions must be approved in advance by the principal or assistant principal and sponsor.

## **Academic Requirements: Junior High**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

The first semester ninth grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.

The second semester ninth grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her graduation requirements.

Ninth grade students must meet the requirements for the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth grade year.

## **Academic Requirements: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed four (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester , or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in a supplemental instruction program (SIP) to maintain their competitive interscholastic extracurricular eligibility.

## **Students with an Individual Education Program**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester or as required by their Individual Education Program (IEP).

## **Arkansas Activities Association**

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in an AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

## **Extracurricular Activity Eligibility for Home Schooled Students**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents/guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination.

The District shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

The parent/guardian of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application 5.19.2F form to his/her child's school's principal before the sign-up, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that do not meet the requirements.

Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student whose application has been approved, who has met the tryout criteria and who has been selected to participate in the interscholastic activity shall meet the following criteria that also applies to traditional students enrolled in the school:

- Standards of behavior and codes of conduct
- Attend the practices for the interscholastic activity to the same extent as is required of traditional students
- Required drug testing
- Permission slips, waivers, physical exams
- Participation or activity fees

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the District's school where the student is intending to participate in an interscholastic activity. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in policies 4.1 – RESIDENCE REQUIREMENTS and 4.2-ENTRANCE REQUIREMENTS and the parents/ guardians shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.

If the student's desired interscholastic activity is associated with a specific class or course that meets during the school-day that the traditional students of the district are required to take, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is **not** associated with a specific class or course that meets during the school-day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

#### **Requirements of Office Holders**

The president must have a cumulative 3.00 GPA

#### **Activity Program Procedures**

Students who volunteer to participate in the authorized activities of WHS are expected to share in the financial support of the group, club or class by way of dues, fees or fund raising projects.

#### **Art Club**

The Waldron Art Club and Arkansas Young Artist Association (AYAA) are open to all students to join. Members who meet GPA requirements can participate in competitions and travel to various art activities.

#### **Beta Club**

The BETA Club is an organization of students who have obtained a 3.3 grade point average from the 9<sup>th</sup> grade. Students who have obtained this GPA and who have demonstrated excellent conduct have the potential to be invited to become a member of the WHS chapter of The National BETA Club. Students have the opportunity to attend a state convention and compete in competitions to represent WHS.

#### **Future Business Leaders**

FBLA is an American career and technical student organization. The organization primarily helps students transition into the business world.

#### **Future Farmers of America**

FFA is the national organization of, by and for students studying agricultural education in public secondary schools. The organization participates in various contests including parliamentary procedure, public speaking, meats, poultry and poultry products.

### **Family Career and Community Leaders of America**

FCCLA is the national organization of students studying homemaking in senior high schools of the United States. The FCCLA brings together state groups interested in working toward better homes and family living, provides opportunities to share in solving problems important to home life, and sponsors group projects, local, state and national in scope; it increases opportunities for the development of leadership and intelligent participation.

### **Band**

The Waldron High School Band is open all students who try out and are approved by the Band Director. Members must maintain the appropriate GPA to participate in interscholastic contest.

### **Fellowship of Christian Athletes**

A Christian Club that is open to all.

### **Drama Club**

The purpose of Drama Club is to provide students with a creative outlet for expressing themselves. Opportunities available are participation in a fall dramatic performance, a spring performance and a community service project.

### **Yearbook Staff**

The Yearbook Staff is open to any interested student who is approved by the Annual/Paper Sponsor. Students are usually enrolled in or have taken journalism. Participation may require after school and weekend time.

### **Quiz Bowl**

The Quiz Bowl is an intramural scholastic competition based on the College Bowl format.

### **Spanish Club**

The purpose of the Spanish Club is to promote interest in the language and culture of Spanish speaking countries.

### **Student Council**

In order to foster good and wholesome relations among the students, and to promote and encourage democratic practices, a student council has been set up to coordinate the extracurricular activities of the school. It is composed of representatives and presidents of each class and representatives from each organization. The student body elects the president and vice president. (The constitution of the Student Council may be obtained from the president).

### **Skills USA**

Skills USA is open to students in mechanics and building trades classes. The purpose of Skills USA is to promote activities relating to those classes.

### **Athletic Teams**

Any student at Waldron High School who meets GPA requirements of the Department of Education and the requirement set forth by the Arkansas Activities Association is eligible to participate in athletic competition. Students must pass a physical examination provided by a licensed physician before participating in any athletic activity can begin. Students are expected to practice and play with good attitude and show pride in WHS. Coaches may impose special policies consistent with the sport.

### **Cheerleaders**

Any student is eligible to try out for the cheerleading squad. Students try out before a panel of impartial, out-of-town judges. Cheerleaders must maintain GPA requirements as implemented by the AAA and the Department of Education. Cheerleaders must obtain a physical by a doctor prior to tryouts.

### **Homecoming**

#### ***I Description***

Homecoming is an annual event celebrated each football season at a designated game as a matter of school and community tradition in the name of school spirit and pride. It is intended to foster goodwill between the school and the community, and to provide a week of fun activities for high school students. The coronation of the queen, the annual parade of floats and the evening ceremony will be followed by the football game. Homecoming festivities are intended to provide pleasant recognition of the football program, the school in general, the senior athletes and the homecoming royalty specifically.

#### ***II Responsibility***

The High School Principal is responsible for the entire Homecoming Week. The cheerleader sponsor and cheerleaders will designate the "dress up days". The Homecoming committee will plan the coronation and the evening ceremony, and the student council sponsor will direct the parade. Sponsors will have plans approved by the principal before announcing them.

#### ***III Homecoming Maids and Queen***

Maids will be elected by and from the class that they will represent. Each student will be provided a female roster (by appropriate grade) from which students will select the given number of maids for their grade.

1. Grades 9-12 will be represented.
2. Two maids will be elected from each of the ninth and tenth grades.
3. The junior class will elect three maids.

4. The senior class will elect four maids.
5. The Homecoming Queen will be elected from the four senior maids by secret ballot of the student body.
6. The Coronation Ceremony will be held when the Homecoming court is presented on the night of the Homecoming football game. The Homecoming Queen will be announced and crowned at this time.
7. Homecoming royalty wears designated dress for the coronation, the parade and the evening ceremonies. Underclassmen (grades 9-11) will wear floor length black dresses; seniors will wear floor length white dresses.
8. Dresses are to be purchased by the individual student and her parents. The school assumes no responsibility for purchases of the dresses. However, as the maids will be involved in a school activity, the high school principal will have the authority to determine suitability of the dress. Plunging necklines and/or deeply plunging backs are prohibited. (It is anticipated that the parents involved will select the proper wear, but since a school function is involved the Principal must retain this authority.)

#### ***V Evening Ceremony***

1. The evening presentation of the court will be held immediately prior to the game.
2. The senior football players will escort the court.

#### **Junior-Senior Prom**

The Junior-Senior Prom will be held during the Spring Semester. The prom is sponsored and financed by the Junior Class for the Senior Class. The Junior Class is responsible for all aspects of planning and preparation of the Prom. In case of a deficit at the end of the year, the Junior Class (as seniors) will absorb the debt. Students who participate in the Prom must be in regular attendance and demonstrate academic success. Guests attending the Prom who are not students at WHS must fill out an information form signed by the student's principal or employer. Juniors, Seniors and their guests may attend.

A guest must:

1. Be a public school student enrolled in grades 9-12, or
2. If the guest does not attend Waldron High School, appropriate documentation will be required before the day of the prom, proving the guest is in good standing at his/her current school or place of employment and proof of age.
3. Guests cannot be older than 19 on the date of Prom. Birth certificate, visa or high school transcript with appropriate signature and seal will serve as proof of age.

## **VI. CODE OF CONDUCT**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others.

### **Authority for Student Discipline**

Teachers, Principals and Administrators have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. The principal is authorized to suspend students for disciplinary reasons. The Board of Education has the authority to suspend or expel students for disciplinary reasons. The Student Code of Conduct for the students of the School District provides concise, practical rules and regulations pertaining to student conduct and discipline. Its purposes are twofold. First, is to comply with state law. Second, is to assist students, parents, teachers and school administrators in the achievement and maintenance of an environment that will facilitate effective and efficient teaching and learning. This environment shall be free from disruptions and distractions that interfere with the educational process. The administrator may use an alternate form of punishment in case of extenuating circumstances. The administrator may also exercise more extreme action in severe situations in which a student has been involved in other rule infractions.

Students are expected to exercise good manners and citizenship at all times as their conduct reflects upon both home and school. It is imperative that students understand appropriate behavioral expectations, the offenses that are subject to discipline and the possible consequences or penalties. The Student Code of Conduct protects against infringing on the rights of others and guarantees due process for each individual.

### **Video Surveillance**

The board has a responsibility to maintain discipline, protect the safety, security and welfare of its students, staff and visitors while at the same time safeguarding district facilities, vehicles and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property and in district buses and vehicles. Video recorder replacements shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff or visitors. Signs shall be posted on campus buildings and in district vehicles to notify students, staff and visitors that video cameras may be in use. Parents/Guardians and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

Video recordings shall be considered student education records, and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled. Students who vandalize, damage, disable or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **Locker Searches**

School districts must create a climate in the school that assures the safety and welfare of all students. School authorities may search a student's locker or make a personal search and seize any illegal or contraband material. Lockers belong to the school district; therefore the locker and the student's property in the locker are subject to periodic administrative searches, and the district reserves the authority to search lockers without the consent of the student if necessary.

Searches should be made under the following conditions:

- A. The building principal will conduct the search with a witness present.
- B. The search of a particular locker should be made only upon reasonable assumption that the student is secreting evidence of an illegal act or contraband.
- C. If practical, the student should be given the opportunity to be present when the search of personal possessions of his/her locker is conducted and if there is no reason to believe that his/her presence would be a threat to the safety of the student or others.
- D. Student will be issued a school purchased lock. The school will have the combination.
- E. The Administration reserves the right to use any legal means to conduct searches.

### **Personal Searches**

Waldron High School respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board Policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law

shall be reported to the appropriate authority. School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. The superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present. State law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse.

In instances where the interviewers deem it necessary, they may exercise a "72 hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student of above eighteen (18) years of age) or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian or other person having lawful control by court order or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he/she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee and leave both a day and an after-hours telephone number.

#### **Automobile Searches**

A search of a student's automobile will be limited to situations in which the administrator has reasonable belief that the student is concealing evidence of an illegal act, contraband, weapons, firearms, etc. Students will be asked for permission first. When necessary, law enforcement personnel will be called to assist school administration in searching a vehicle.

#### **Corporal Punishment**

The Waldron School Board policies provide for corporal punishment if a teacher or principal feels it is necessary. Corporal punishment can be administered according to the following procedures:

1. It may be used after other alternatives have failed or in unusual circumstances.
2. Any teacher who paddles a student must have the principal or assistant principal as a witness. The teacher must submit a written notice to the parent and the principal detailing the incident. If the principal or assistant principal administers the paddling they are required to have a certified person as a witness and send a written notice to the parents.
3. It will not be administered in the presence of other students, with malice or anger, or in excess.
4. Before corporal punishment is administered, the student will be advised of the infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certificated employee will permit the student to state his/her position.
5. Refusal to take corporal punishment may result in other disciplinary measures.
6. A maximum of three swats with a paddle is permitted per disciplinary incident where corporal punishment is determined appropriate.
7. Parents may be requested to be present for corporal punishment.
8. Parents may submit written requests that corporal punishment not be used on their child. The district will honor the request to the extent possible but, for various reasons, the district will not give absolute assurance that corporal punishment will never occur.

#### **Morning Detention**

Morning detention hall is an alternative to the disciplinary action of suspension for infractions such as truancy, tardiness, excessive absences and improper conduct. This will be a course of action for violations of the student code of conduct. Morning Detention will begin at 7:00 a.m. If a student is assigned morning detention, it will be the responsibility of the parent and student to arrange to be present. Other details of the morning detention are described below:

1. Length and time of assignment to detention hall will be determined by the principal or the assistant principal following handbook guidelines where specified.

2. If a student fails to report to detention hall, an extra day will be added to the assignment. If the student fails to report again, he/she will be assigned to In-School Suspension. If a student has a 3 day detention assignment and fails to come the second day he/she will receive 3 days ISS. If a student has a 5 day assignment, he/she will receive 5 days of ISS.
3. Students assigned to detention hall must report promptly with materials for study. Students who arrive late will be admitted, however, they will not receive credit for that day but they will not have a day added to their total.
4. A student who creates a problem in detention hall will be subject to additional disciplinary action at the discretion of the administration.
5. Students who break detention hall rules will be sent to the office where he/she will be disciplined at the discretion of the administration.
6. Detention hall is considered a study hour and study materials must be used while in detention. Students will be required to bring pencil, paper, books and/or Chromebook to detention hall. Students will be required to be engaged in learning activities.
7. There will be absolutely no talking, sleeping or looking around. This will be an opportunity for students to do homework.
8. If a student has time remaining in detention hall at the end of the school year, he/she must make it up before they will receive credit for the semester. Time will be made up at the rate of one (1) hour per day. Exact time of makeup will be determined by the administration at the end of the school year. There will be a 2 day window when detention is assigned. Example: If a student is assigned morning detention on a Monday, he/she will start on Wednesday. This will allow for transportation arrangements.

### **IN-SCHOOL SUSPENSION GUIDELINES**

In-school Suspension (ISS) assignment will begin on the date set by the administration. Students that follow the rules for ISS will have the right to return to the regular classroom after the assignment has been completed. The assignment to ISS can and will be extended if the student's conduct warrants it. The determination of a day being accepted as counting as a day served will be determined by the ISS director in accordance with the rules stated. The ISS director will record infractions committed by each student. Students who refuse to conduct themselves according to the ISS rules will be dismissed from ISS and taken to the principal/assistant principal where the student will receive additional disciplinary actions which could result in out of school suspension. Students assigned to ISS will be given the opportunity to complete regular classroom assignments and test given during their absence. ISS staff will coordinate this work with the students and teachers. Work done while in ISS will be graded by the regular classroom teacher and credit given accordingly. Each day assigned means a full day (7 periods). If the student is absent, that time must be made up. Students assigned ISS are not allowed to participate in any extracurricular activities until the completion of their ISS assignment. The student may practice after school but may not participate in any form of competition. (Ex: Sporting Event, Concert, Marching, Convention, Judging) If a student fails to complete an ISS assignment during the school year that it was assigned, that student will be required to complete the assignment the following year before returning to regular classroom. Situations which may occur that are not covered under this policy and the following rules will be decided at the discretion of the principal and/or the assistant principal. Students assigned to ISS must abide by these rules and guidelines:

1. Bring all materials that will be needed in ISS. If a student fails to bring all materials, they will be provided by the ISS teacher and the student will be given an additional day in ISS.
2. BE SEATED. When entering the ISS classroom, the student is to go directly to his/her assigned area and be seated. The student is not to leave the area until given permission by the teacher/director.
3. BEGIN WORK. Assignments will be provided by the regular classroom teacher. If they are not, the ISS teacher will make assignments. Students are not to wait to be told to start to work. Students who fail to work will receive a warning. Students who refuse to work after receiving a warning will be given out of school suspension for no less than 3 days and up to 10 days.
4. NO TALKING. When entering the ISS classroom, the student will not make any noise, gesture, or sound that would indicate an attempt to talk to gain the attention of another student. If a student has a question, he/she must raise his/her hand and wait for recognition. All questions must be of an academic nature and relate to the assigned work.
5. WORK ASSIGNMENTS. All work assignments must be completed in full to receive full credit.
6. EACH DAY ASSIGNED MEANS A FULL DAY (7 PERIODS). IF THE STUDENT IS ABSENT, THAT TIME MUST BE MADE UP.
7. NO LOITERING. When students arrive on campus, they are to go directly to the ISS classroom. Students are not to enter other buildings unless accompanied by the ISS director/teacher. Students who violate this rule will be considered out of their assigned area
8. FOLLOW ALL RULES that are stated in the Waldron High School Handbook.

9. MEALS. A student will be provided an opportunity to obtain a “standard meal” at breakfast and lunch. A standard meal meets all federal nutrition guidelines and will be at the discretion of the district. Students may provide their own lunch.

Upon entering ISS the student will write and sign the rules and regulations stating that they understand the rules set forth in the ISS room.

### **Suspension From School**

Students cannot benefit from the educational opportunities the school environment offers when they are not present at school. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules or regulations.
2. Substantially interferes with the safe and orderly educational environment.
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment.
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:

1. The student shall be given written notice or advised orally of the charges against him/her.
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts.
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student’s re-admittance to class will be given to the parent(s), legal guardian(s), or to the student of age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or, mailed to the last address reflected in the records of the school district. Generally notice and hearing should precede the student’s removal from school, but if prior notice and hearing are not feasible, as where the student’s presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents’ or legal guardians’ responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of the student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number
- The contact may be by voice, voice mail, or text message
- An email address
- A regular first class letter to the last known mailing address

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

Out-of-school suspensions shall be treated as school unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference. Students missing class work as a result of an out-of-school suspension will not be allowed to make up class work. Zeros will be recorded for missed work.

The student shall not attend any school sponsored activities during the imposed suspension nor shall the student participate in any school sponsored activities. Suspensions initiated by the principal or his/her designee may be appealed to the superintendent, but not to the board. Suspension initiated by the superintendent may be appealed by the board.

### **Expulsions**

The Board of Education may expel a student for a period longer than ten (10) days for violation of the district’s written discipline policies. The superintendent may make a recommendation of expulsion to the Board Of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student’s continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff. The superintendent or his/her designee shall give written notice to the parent(s) or legal guardian(s) (mailed to the address reflected on the district’s records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour and place where the Board of Education will consider and dispose of the recommendation. The hearing shall be conducted no longer than ten (10) school days following the date of the notice, except that representatives of the board and student may agree in writing to a date not conforming to this limitation.

The president of the board, hearing officer, or other designated board member shall preside at the hearing. The student may choose to be represented by legal council. The hearing shall be conducted in open session of the board unless the parent or student, if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the board shall be in open session. During the hearing, the superintendent will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the board, the superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. The superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parent(s) or legal guardian(s) of a student enrolling from another school after the expiration of an expulsion period for a weapons violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parent(s) or legal guardian(s) shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

### **Student Rights**

The constitutional right of individuals assures the protection of due process law. Therefore, constitutionally and legally sound procedures are approved with regard to the administering of discipline in Waldron Public Schools.

## **VII. Disciplinary Actions and Procedures**

The following activities are considered infractions of proper conduct and will subject the student to disciplinary action. The disciplinary action may begin with an administrative conference but may range to expulsion depending on the severity of the infraction. The range of consequences will generally be: conference with warning, morning detention, in-school suspension, out-of-school suspension, extended suspension and recommendation for expulsion. However, the severity of the improper conduct will be the determining factor in deciding on the proper disciplinary action. Parents and students must understand those violations that endanger other students or staff members physically, the use of drugs or alcohol, cheating on tests, stealing from other students or teachers, or possession of a weapon at school will be dealt with more severely than minor violations such as tardies. Law enforcement officials will be notified, as specified by law, for all drug and alcohol violations, threats or acts of violence to students or school employees, weapons violations and all evidence of confiscated contraband will be turned over to law enforcement officials.

### **THE FOLLOWING BEHAVIORS WILL NOT BE TOLERATED:**

#### **ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE**

An assault or threat to a school employee will result in the following consequences

1st Offense—Up to 10 Days O.S.S./Authority Contacted/Possible Expulsion

2nd Offense—Admin Decision/1st Offense Policy

#### **ACADEMIC DISHONESTY/CHEATING**

A student may not cheat on tests or other work, nor will a student aid other students in cheating. A student that is cheating or aids another student in cheating will not be given any points for the assignment/test; however, students involved in cheating will be given another opportunity to show understanding of the content or concepts with a maximum of 70% of the total points possible on the assignment/test.

Penalties will be:

1st Offense—3 days Morning Detention

2nd Offense—5 days Morning Detention

3rd Offense—3 days ISS

#### **ALCOHOLIC BEVERAGES OR DRUGS**

Students shall not possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs", look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Penalties will be:

Students in violation of this policy shall immediately be suspended from school for ten (10) days to allow school officials time to fully investigate the incident to determine if expulsion from school is the proper action. The superintendent may waive expulsion in lieu of counseling depending on the results of the investigation. Furthermore, the student may be prosecuted to the fullest extent of the law.

#### **ASSAULTS, ABUSE AND THREATS OR THREATENING BEHAVIOR**

"Assault" is the willful attempt or threat to inflict injury upon the person of another coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching does not occur. "Battery" is similar to assault, but requires unexcused physical touching or injury. "Abuse" means to wrong in speech, reproach coarsely, disparage, revile or malign. Use of profanity or vulgar expressions directed at another person is considered abuse. "Threat" is defined as a communicated intent to inflict physical or other harm on any person or on property. Invoking the geographic location of a previous act of violence, particularly school violence, in a threatening menacing way, will be considered a threat. Act 1046 of 2001 defines the offense of communicating a death threat concerning a school employee or a student as:

1. Communicating to another person a threat concerning a school employee or a student, and

2. The threat involves the use of a firearm or other deadly weapon, and
3. A reasonable person would believe the person intends to carry out the threat and
4. The person making the threat purposely engaged in conduct intended culminate in the commission of the threatened act and,
5. There is a close temporal relationship between the threatened act and the substantial step. The penalty for communicating a death threat as defined in the law is Class D Felony.

Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing as well as shoving, fighting, or threatening others constitute battery and/or assault and are strictly forbidden. All threats of violence or property damage will be taken seriously. Students should be aware that uttering threats can not only lead to disciplinary action being taken against a student, it can also lead to serious criminal penalties. Profanity and rude abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony act of violence may have been committed on campus. Penalty can range from ISS to OSS with the recommendation of expulsion.

An assault or threat to another student will result in the following consequences

1<sup>st</sup> Offense—Up to 5 days O.S.S

2<sup>nd</sup> Offense—Up to 10 Days O.S.S

3<sup>rd</sup> Offense—Up to 10 Days O.S.S

Depending on severity of the assault or threat, a student’s consequences could be more severe up to possible expulsion.

An assault or threat to a school employee will result in the following consequences

1<sup>st</sup> Offense—Up to 10 Days O.S.S/Authority Contacted/Possible Expulsion

2<sup>nd</sup> Offense—Admin Decision/1<sup>st</sup> Offense Policy

## **BULLYING**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

### **Definitions:**

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee’s or student’s property
- Substantial interference with a student’s education or with a public school employee’s role in education
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or persuasiveness of the act
- Substantial disruption of the orderly operation of the school educational environment

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose. Harassment means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other’s performance in the school environment.

*Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:*

- Necessary cessation of instruction or educational activities
- Inability of students or educational staff to focus on learning or function as an educational unity because of a hostile environment
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

**Cyber bullying of School Employees is expressly prohibited and includes, but is not limited to:**

- a. Building of fake profile or website of the employee
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee
- c. Posting an original or edited image of the school employee on the Internet
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password –protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network
- f. Signing up a school employee for a pornographic Internet site
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

**Examples of “bullying” may also include but are not limited to a pattern of behavior involving one or more of the following:**

1. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes
2. Pointed questions intended to embarrass or humiliate
3. Mocking, taunting or belittling
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person
5. Demeaning humor relating to a student’s race, gender, ethnicity or actual or perceived attributes
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans
7. Blocking access to school property or facilities
8. Deliberate physical contact or injury to person or property
9. Stealing or hiding books or belongings
10. Threats of harm to student(s), possessions or others
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Examples: “Slut”) or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay. “Fag” “Queer”).

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available on request.

Penalties will be:

1<sup>st</sup> Offense—5 Days Morning Detention

2<sup>nd</sup> Offense—3 Days ISS

3<sup>rd</sup> Offense—5 Days ISS

Depending on severity of the bullying incident, the consequences could be more severe up to 10 days O.S.S.

## **BUS POLICIES**

1. Be at the bus stop at the scheduled time. Stand back at least ten (10) feet from the bus stop and wait until the bus comes to a complete stop. Approach the bus once the door has opened. Do not play on the highway or road. If you miss the bus don't attempt to hitchhike a ride or walk to school.
2. Students should try to be on the right side of the road to load the bus when possible. If you have to cross the road to load wait until the bus comes to complete stop, the door opens, and the driver signals for you to proceed.
3. Students cannot ride a bus except their own without a written note and signed permission from the administration.
4. Students loading the bus should do so in an orderly and safe fashion.
5. While riding the bus, students are under the supervision of the bus driver and must obey the driver at all times. The driver will make seat assignments and has the option to change a student's seating at any time.
6. Students are expected to conduct themselves in a manner that does not distract the driver or disturb the other riders on the bus. Students are to be reasonably quiet and keep their hands and feet to themselves.
7. No sharp objects of any type are allowed on the bus. No type of weapons, explosives, or any type of animal may be on a bus.
8. No EATING, DRINKING, GUM CHEWING, or TOBACCO PRODUCTS will be allowed on a school bus at any time.
9. Students must stay seated while the bus is in motion. ACT 1744 of 2001 mandates that students are to remain seated while the bus is moving.
10. Students are not to put their hands, arms, head, or any other body part out a bus window.
11. Students are not to yell out the bus window while on the bus.
12. Students are to keep the aisle of the bus clear of books, bags, coats, etc. Do not rest your feet in the aisle at any time.
13. Students are not to deface the school bus or any school property. Students are not to tamper with any of the safety devices, such as door latches, fire extinguishers, first aid kit, etc.
14. Students will only be dropped off at their regular stop. Do not ask the driver for any exceptions.
15. When students exit the bus it must be done in a safe and orderly manner. Students who must cross the road after unloading must go to a point up from the bus where the driver can clearly see them. Then wait for a signal from the driver to safely cross the road.
16. Students are never to return to the roadway to retrieve items or check their mail boxes while the bus is in the area.
17. Students will be permitted to use cell phones, iPods, MP3 players, etc. on buses as long as ear buds are in use by the listener.
18. This is not intended to cover all the do's and don'ts. These guidelines are set to ensure the safety of students, driver and general public. The driver may find it necessary to interpret these policies in light of his/her own needs. IT SHOULD BE REGARDED AS A PRIVILEGE TO RIDE TO SCHOOL ON A BUS. Failure to abide by these policies will result in punishment by one of the following:  
1st Offense- Parental Contact  
2nd Offense-3 Days Bus Suspension  
3rd Offense-5 Day Bus Suspension  
4th Offense-10 Day Bus Suspension up to removal of bus privileges  
Consequences may vary depending on severity of the incident. Also, all school rules will apply as will their consequences.

## **CAFETERIA BEHAVIOR**

Students are allowed the privilege of eating in the school cafeteria. There will be no carryout trays or food taken from the cafeteria. Students are expected to enter cafeteria lines in an orderly manner. Entrance should be made through the Common Area doors of the cafeteria. Once inside, students should behave in a manner that is respectful to others. Throwing food and other forms of misconduct will result in the following consequences. Throwing food will result in trash pick-up in the cafeteria as well as:

Penalty will be:

- 1st Offense – 3 days Morning Detention
- 2nd Offense – 5 days Morning Detention
- 3rd Offense – 3 days ISS

## **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor.
2. Permitting any audible sound to come from the device when not being used for reason #1 above.
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores.
4. Using the device to take photographs in locker rooms or bathrooms.
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

1<sup>st</sup> Offense—Teacher Confiscation

2<sup>nd</sup> Offense—Phone sent to the office/Parent pick up after school/3 Days Morning Detention

3<sup>rd</sup> Offense-- Phone sent to the office/Parent pick up after school/5 Days Morning Detention

4<sup>th</sup> Offense-- Phone sent to the office/Parent pick up after school/3 Days ISS

Offenses past the fourth will be handled at the discretion of the administration.

Use of an electronic device is permitted to the extent it is approved in a student’s individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. Students who use a school issued chromebook/computer for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion.

### **CONFLICT AGREEMENTS**

Conflict agreements may be used with students that have been identified as having a severe conflict with another student and the conflict is causing a disruption in the learning environment or has the potential of causing a disruption in the learning environment. Each student being placed on a conflict agreement will meet with the principal or assistant principal where the rules of the conflict agreement will be explained. The rules of a conflict agreement are as follows:

1. Will not say anything to each other
2. Will not have any physical contact between both parties
3. Will not hang out or spend time in the same area and with the same group of students
4. Will not send messages to the other party of the conflict agreement
5. Will not sit together in the cafeteria
6. Will be separated in the classroom
7. Will not say anything about the other party to another student
8. Will not text the other party

After the rules are explained, each student will sign the conflict agreement, agreeing to their understanding of the rules, their willingness to follow the agreement, and their understanding that consequences will follow if the agreement is broken. Consequences for breaking a conflict agreement will result in ISS up to Out of School Suspension.

### **CRIMINAL ACTS**

The commission of or participation in criminal acts in school buildings or property, or at school-sponsored events by a student is prohibited by school regulations. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. Arkansas Code Annotated 5-13-301 is amended to read as follows:

5-31-301

A person commits the offense of terroristic threatening in the first degree if:

- a. With the purpose of terrorizing another person, he threatens to cause death or serious physical injury or substantial property damage to another person.
- b. With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty.
- c. Terroristic threatening in the second degree is a Class A misdemeanor.

Any student who threatens to cause death or serious physical injury or substantial property damage to another student or to a teacher or other school employee will result in suspension for up to ten days and/or recommended for expulsion(Depending on severity). The incident will be reported to the proper authorities.

**DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**  
**(ACT 104 OF 1983 SPECIAL SESSION)**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Vandalism at school during school hours or after school hours can result in suspension and/or expulsion. Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor in an amount not in excess of \$2,000.00. Penalty will be:

Minor Vandalism – 3 Days Morning Detention/Conference with parents/Pay for damages

Major Vandalism – 3 Days ISS/Conference with parents/Pay for damages

Extreme Vandalism - Suspension and recommendation for expulsion and pay for damages

**DISREGARD OF DIRECTION OR COMMANDS**

A student shall comply with reasonable directions or commands of teachers, student teachers, teacher aides, principals; administrative personnel, superintendents, school bus drivers, school security officers or other authorized school personnel. The penalty for violation of a written or verbal command will depend on the urgency and seriousness of the situation. Extreme disregard is INSUBORDINATION. Penalty will be:

1st Offense – 3 days Morning Detention

2nd Offense – 5 days Morning Detention

3rd Offense – 3 days of ISS

**DISRESPECT TOWARD SCHOOL EMPLOYEE**

Students are expected to display proper respect towards school employees at all times. Extreme disrespect will be considered insubordination and the penalty will depend on the seriousness of the disrespect. Penalty will be:

1<sup>st</sup> Offense - 3 days Morning Detention

2nd Offense - 5 days Morning Detention

3rd Offense - 3 days ISS

**DISRUPTION AND INTERFERENCE WITH SCHOOL**

No student shall:

A. Block the doorway or corridor

B. Prevent students from attending class or school activity

C. Block normal, pedestrian or vehicular traffic

D. Use violence, force, noise, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption

E. Encourage other students to violate any rule or school board policy

Penalty will be:

1st Offense – 3 days Morning Detention

2nd Offense – 5 days Morning Detention

3rd Offense – 3 days of ISS

**DRESS CODE**

The School Board recognizes that among the rights by the people under our constitutional government is the freedom to govern one's personal appearance. Students will appear at school clothed and groomed in an appropriate manner which is dictated by principles of personal hygiene. It is recognized that the choice of attire and grooming are matters of expression and subject to fashion and current fads; nevertheless, the school board expects that good grooming shall be stressed at all times. Any article of clothing or manner of hair style which is determined by the building administrators to materially and substantially interfere with the educational process is prohibited, but not limited to those expressions which are obscene, profane, pornographic, representative of a clear and present danger or illegal behavior, dress that is demeaning to others in racial, religious, or sexist or advocating pain, death, suicide, or the use of drugs, alcohol, tobacco, or gang affiliation.

1. Shorts, skirts, and dresses may be worn but must reach the knee in a standing position.
2. Shorts, skirts, or dresses and tops worn over leggings must be no more than the width of a dollar bill above the knee.
3. No clothing will be allowed that results in immodesty. Shirts that expose cleavage, the back or midriff are not allowed.
4. All students must wear shoes at all times for health and safety reasons.
5. Male and female students must have sleeves.
6. Pants that “sag” are not allowed.
7. Hats, caps, or any other head covering will not be permitted in the building.
8. Bandanas are not allowed on campus.
9. Clothing torn or with holes will not be permitted if torn area or holes are above the knee.
10. No mesh or crocheted shirts unless t-shirts are worn under them.
11. Students are not to wear sunglasses inside the building.
12. Students are not to wear clothing representing a gang affiliation.
13. Students are not permitted to wear clothing or footwear that is intended as sleepwear.
14. No excessive objects hanging out of a student’s pants or pockets (key rings, rags, shoe strings, etc.).
15. Students will not be allowed to attend class unless they are in compliance with this dress code. Students dress must be in compliance during normal school day activities.

Penalties will be:

- 1st Offense - Reprimand and change to proper dress that meets dress code
- 2nd Offense – 3 days Morning Detention and change clothes\*\*
- 3rd Offense – 5 days Morning Detention and change of clothes\*\*
- 4th Offense – 3 Days ISS and change of clothes\*\*

### **EXCESSIVE TALKING IN THE CLASSROOM**

Students are to be quiet and orderly. They are expected to be attentive and follow the teachers’ instructions at all times.

Penalty will be:

- 1st Offense – 3 days Morning Detention
- 2nd Offense – 5 Days Morning Detention
- 3rd Offense – 3 Days ISS

### **FALSE ALARM**

Any student who purposely initiates or circulates a report of a present, past, or impending bombing, fire, catastrophe, or other emergency knowing that the report is false may be subject to disciplinary action. Local law authorities may also be notified. Arkansas Code 5-71-210

Penalty will be:

- 1st Offense – 10 days of ISS and law authorities will be contacted.
- 2nd Offense – 10 days of OSS with recommendation for expulsion

### **FIGHTING**

Acts of violence will not be tolerated. A student has the right to defend himself, provided the student is a target of physical attack which he in no way initiated, caused or agitated and in which he does not have the opportunity to break off the attack. If this cannot be established beyond a reasonable doubt, both (all) students involved in the fight may be suspended. A student may also be suspended for agitating or encouraging a fight. Anytime that punishment is issued for fighting, parents of all parties involved will be notified. If a student is being harassed or threatened at school or school functions, the student should report this to the nearest faculty member. It is recognized that incidents of fighting may range from scuffles to multiple blows being thrown. The administration reserves the right to investigate all incidents in an effort to determine severity of actions. Students who are involved in a physical fight will be suspended for a minimum of three school days.

They will be issued a citation by the School Resource officer which will result in their being required to appear in municipal court, which often results in a fine being levied by the municipal judge along with being placed on juvenile probation.

Penalties will be:

- 1<sup>st</sup> Offense—3 Days O.S.S
- 2<sup>nd</sup> Offense—5 Day O.S.S
- 3<sup>rd</sup> Offense—10 Days O.S.S

Depending on the severity of the fight the consequences could be more severe.

### **FIREWORKS, MATCHES, LIGHTERS (OTHER CONTRABAND)**

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students, that could cause damage to school property or that could be disruptive to the learning climate of the school.

Penalty will be:

- 1st Offense – 3 days of ISS
- 2nd Offense – 5 days of ISS
- 3rd Offense – 10 days of ISS

### **FOOD AND DRINKS**

Food and drinks, other than water, will not be permitted in class. A student may bring a bottle of water or a clear container with water. No food of any kind shall be permitted in class unless prior approval is granted by administration.

- 1<sup>st</sup> Offense—3 Days of Morning Detention
- 2<sup>nd</sup> Offense—5 Days of Morning Detention
- 3<sup>rd</sup> Offense—3 Days of ISS

### **FOOD DELIVERY**

In an effort to provide a learning environment that is both secure and one with minimum interruptions, delivery of food must be made through the office before or during their child's lunch time. The student will not be permitted to leave class early or be late to class because of a food delivery. A student may not leave the Commons Area to get food from any person's vehicle. If a student violates this policy by receiving food outside of the office the following penalties will occur:

- 1st Offense—3 Days Morning Detention
- 2nd Offense—5 Days Morning Detention
- 3rd Offense—3 Days ISS

### **GAMBLING**

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other objects of value.

Penalty will be:

- 1st Offense – 3 days Morning Detention
- 2nd Offense – 5 days Morning Detention
- 3rd Offense – 3 days ISS

### **GANGS AND GANG ACTIVITY**

#### **ACT 1108 OF 1997**

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang related activity—whether genuine or a pretense—that is identified by school officials could result in, up to, a ten day out-of-school suspension and/or expulsion for the remainder of the term, school year, or 365 day period.

### **HAZING**

A student shall not haze or aid in the hazing of another student.

Penalty will be:

- 1st Offense—5 Days Morning Detention
- 2nd Offense – 3 days ISS
- 3rd Offense – 5 days ISS

### **INDECENT EXPOSURE, SEXUAL ADVANCES AND SEXUAL MISCONDUCT**

A student shall not deliberately commit indecent exposure in school nor shall a student make improper sexual advances toward another person or engage in any sexual misconduct. (AR Stat. 41-1311, 41-1812)

Penalty will be:

Administration Decision (Up to 10 Days of O.S.S. with possible recommendation for expulsion)

### **INSUBORDINATION**

Insubordination is the total failure to follow a command or instruction from a staff member. Penalty will be:

- 1st Offense—3 Days Morning Detention
- 2nd Offense—5 Days Morning Detention
- 3rd Offense—5 Days of ISS

### **INTERNET POLICY/ MISUSE OF CHROMEBOOK**

Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology. Students who violate technology user agreements are also subject to penalties outlined in the agreement. Act 912 of 2001-Students shall sign the district computer user agreement form which outlines proper and improper use of the school's technology prior to being allowed to access technology. This policy is located on page ?

Computer Misuses such as social media sites or games will have the following consequences:

1<sup>st</sup> Offense—3 Days Morning Detention

2<sup>nd</sup> Offense—5 Days Morning Detention

3<sup>rd</sup> Offense—3 Days ISS with possible computer take home privileges revoked.

4<sup>th</sup> Offense—5 Days ISS with computer privileges being restricted to class by class basis.

### **LASERS**

#### **(ACT 1408)**

No student may possess, handle, or use a hand-held laser pointer on school property. It is unlawful for a person under eighteen (18) to possess a hand-held laser pointer.

Penalty will be:

1st Offense – 3 days Morning Detention and confiscate the laser

2nd Offense – 3 days of ISS and confiscate the laser

3rd Offense – 5 days of ISS and confiscate the laser

### **LEAVING THE ROOM OR DESIGNATED AREA WITHOUT PERMISSION**

A student shall not leave the room or designated area without permission from school authorities. (AR Stat. 80-1512)

Penalty will be:

1st Offense – 3 days Morning Detention

2nd Offense – 5 days Morning Detention

3rd Offense – 3 days of ISS

4th Offense – 5 days of ISS

### **LITTERING**

A student shall not throw paper, cans, etc. on the grounds or on the floor.

Penalty will be:

1st Offense – Reprimand and pick up trash

2nd Offense – 3 days Morning Detention and pick up trash

3rd Offense – 5 days Morning Detention and pick up trash

4th Offense – 3 day of ISS and pick up trash

### **LOITERING**

Any person not presently enrolled in school must report to the office and obtain permission before being allowed to enter the classroom area or associate with students during free time or at any time.

### **LOITERING BY SUSPENDED OR EXPELLED STUDENTS**

A student provided notification that because of an act of misbehavior he/she is prohibited from being in school building or on a school campus for a specified period of time shall not enter any school building or be present on a school campus for a specified period of time shall not enter any school building or be present on any school grounds at any time (AR Stat. 41-2914, 80-1906, 80-1915). Violation of this rule will result in law enforcement being contacted.

### **MUSIC/MEDIA PLAYERS/EAR PHONES**

Students will not use iPods/MP3 players, radios, tape/CD players, cameras, etc., during instructional time in the classroom at the discretion of the teacher.

Penalty will be:

1st Offense – Teacher Confiscation

2nd Offense – Sent to Office/Parent Pick-up at the end of school day/3 days Morning Detention

3rd Offense – Sent to Office/Parent Pick-up at the end of school day/5 days Morning Detention

### **PARKING AND DRIVING REGULATIONS**

A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school shall not violate the rules and regulations set forth by the principal of the school. Students must

park the vehicles in the designated parking area. Students must not drive in a reckless manner and must not exceed the speed limit on the streets surrounding the school. Students must get out of cars immediately upon arrival at school and leave the parking lot. The parking lot is off limits after students come onto the campus. Students must have a pass from the assistant principal's office to enter the parking lot during the school day. Penalty for violating these rules will be:

1st Offense – 3 days Morning Detention

2nd Offense – 5 days Morning Detention

3rd Offense – 5 days ISS and suspension of driving rights for 5 days

4th Offense – 10 days ISS and suspension of driving rights for 10 days

Automobiles parked on school property are subject to search by school authorities or police.

### **PERSISTENT DISREGARD FOR SCHOOL RULES**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to established rules shall be recommended for expulsion. The Waldron School District reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools.

### **PROFANITY- VERBAL ABUSE- OBSCENE GESTURES-OBSCENE NOTES- PORNOGRAPHIC MATERIAL**

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process (AR Stat. 41-2908, 41-2910, 41-2922 and 42-2923). A student shall not have in his/her possession pornographic material.

Penalty will be:

1st Offense – 5 days Morning Detention

2nd Offense – 3 days of ISS

3rd Offense – 5 days of ISS

4th Offense – 10 days of ISS

Depending on severity of the infraction, consequences could be more severe.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectation of school staff will lead to disciplinary action. Public display of affection (PDA) is any gesture, which is intimate or romantic in nature, taking place in school or at school activities. Some PDA gestures include, but are not limited to, handholding, touching, petting, kissing, or hugging. Waldron High School allows students to hold hands. Any other form of PDA will not be allowed.

Penalty will be:

1st Offense – 3 days Morning Detention

2nd Offense – 5 days Morning Detention

3rd Offense – 3 days of ISS

### **SEXUAL EXPLICIT MATERIAL**

Students may not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically or on a data storage device, or in a hard copy.

Penalty will be:

1st Offense – 5 days Morning Detention

2nd Offense – 3 days ISS

3rd Offense – 5 days ISS

4<sup>th</sup> Offense—10 Days ISS

### **SEXUAL HARASSMENT OR OTHER SEXUAL MISCONDUCT**

A student shall not touch self or other students in a sexually suggestive or offensive manner or behave in any way that causes alarm to others. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates student morale, and that, therefore, interferes with the educational process of its victims.

Penalties will be:

Verbal:

1st Offense - 3 days of ISS

2nd Offense - 5 days of ISS

3rd Offense - 10 days of ISS

4th Offense - 10 days of OSS with recommendation for expulsion

Physical:

1st Offense – 3 Days O.S.S

2nd Offense – 5 Days O.S.S

3rd Offense - 10 days of OSS and recommendation for expulsion

### **TARDINESS**

Promptness is an important character trait that district staff is to encourage, to model and to help develop in our schools. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. A student who is not in the room and seated when the bell sounds is tardy. A student who is checking in school 15 minutes or less after the bell rings will be counted tardy and sent to class. A student that checks into school more than 15 minutes after the bell rings will be counted absent and sent to class. When a student receives their third tardy in a specific class or five total tardies, they will receive three days of morning detention.

Upon third or fifth tardy, the penalty will be:

1<sup>st</sup> Referral---3 days of morning detention

2<sup>nd</sup> Referral—5 days of morning detention

3<sup>rd</sup> Referral---3 days of ISS

### **TERRORISTIC THREATENING**

Any student who threatens to cause death or serious physical injury or substantial property damage to another student or to a teacher or other school employee will result in suspension for up to ten days and/or recommended for expulsion(Depending on severity). The incident will be reported to the proper authorities. SEE ALSO CRIMINAL ACTS.

### **THEFT OF PROPERTY**

A student shall not steal or attempt to steal property belonging to the school or public or private property while under the jurisdiction of the school.

Penalty will be:

1st Offense – 3 days ISS

2nd Offense – 5 days ISS

3rd Offense – 3 Days OSS

### **THREATENING, INSULTING, OR ABUSIVE LANGUAGE TO A SCHOOL EMPLOYEE**

Any student who uses profanity, violent, vulgar, or abusive language or obscene gestures directly to a school employee will be suspended up to 10 days OSS with possible recommendation for expulsion.

### **TOBACCO PRODUCTS**

#### **(ACT 779 AND ACT 1555)**

Smoking or use of tobacco products containing tobacco or the possession of tobacco products in or on any property owned or leased by a public school district, including school buses or at athletic events, is prohibited. Any person violating this provision shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not less than \$10.00 and no more than \$100.00.

Penalty will be:

1st Offense – 5 days of D-Hall

2nd Offense – 3 days of ISS/Referral to Resource Officer

3rd Offense – 5 days of ISS /Referral to Resource Officer

4th Offense – 10 days of ISS/Referral to Resource Officer

### **TRUANCY (SKIPPING SCHOOL OR CLASS)**

A student shall not be absent from school without parent and school authorities prior knowledge and consent. After arrival on campus, a student shall not leave the campus or be absent from his/her classroom or other assigned learning station, without permission from school authorities shall be considered as truant. Students must sign out through the office before departing school. (AR Stat., 80-1509, 80-1512).

Penalty will be:

1st Offense – 3 days ISS

2nd Offense – 5 days ISS

3rd Offense – 3 Days OSS

4th Offense – 5 Days OSS

## **VERBAL ABUSE OR INSULT OF A SCHOOL EMPLOYEE**

Students will not be allowed to behave in a hateful, discourteous, or hateful manner toward any school employee. This involves cursing directed toward a teacher or other school employee. Any person who shall verbally abuse or insult a public school employee shall be guilty of a misdemeanor and, upon conviction, shall be liable to a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1500.00) (Act 741, 1987).

1<sup>st</sup> Offense—10 days of OSS/Authority contacted

## **WALK-OUTS/PROTEST**

Any student who walks out of a class and leaves the building or fails to go to class after a break, due to some form of protest is subject to penalty ranging from ISS to 10 days of OSS with recommendation for expulsion.

## **WEAPON (FIREARMS)**

No student shall possess a weapon, display what appears to be a weapon or threaten to use a weapon at school, on school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are expected.

For the purpose of this policy, “firearm” means any device designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use. Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The School Board shall have the direction to modify such expulsion for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current law regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.

Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapon policy violation shall also be given a copy of the current laws regarding the possibility of responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

## **WEAPONS OTHER THAN FIREARMS**

A student shall not possess, use or attempt to use a bladed instrument, knife, razor, razor blade, box cutter, ice pick, brass knuckle, unauthorized tool, chemical deterrent (mace, etc.), or any other dangerous object of no reasonable use to the students at school which may cause bodily harm. This rule may include rocks if thrown, knife, razor, razor blade, box cutter, ice pick, brass knuckle, unauthorized tool, chemical deterrent (mace, etc.), or any other dangerous object of no reasonable use to the students at school. Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The following procedure will be followed in these situations:

1. The weapon will be secured by an administrator.
2. The incident will be documented as a disciplinary referral with documentation of what consequences the student will incur if he/she possesses a weapon again at school or a school function.
3. The student’s parent or guardian will be informed of the incident.
4. A copy of the disciplinary referral will be placed in the student’s discipline records and a copy will be mailed to the student’s parent or guardian.

5. The confiscated weapon shall be held in the office until the end of the day at which time the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

If a student is found to have a non-firearm weapon, the following penalties will result.

1<sup>st</sup> Offense—3 Days ISS

2<sup>nd</sup> Offense—5 Days ISS

3<sup>rd</sup> Offense—3 Days O.S.S

If a non-firearm weapon is brought with the intent to use against another student or school personnel, the penalty could result in up to 10 days of out of school suspension with recommendation for expulsion.

### **Removal of a Student From a Class by a Teacher Act 1281 of 1999**

A teacher may remove from class a student: (1) Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in class or with the ability of the student's classmates to learn or (2) Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach or with the ability of the student's classmates to learn. If a teacher removes a student from class twice during any nine-week grading period or its equivalent as determined by the Department of Education, the principal or designee may not return the student to the teacher's class unless a conference is held for the purpose of determining the causes of the problem and possible solutions, with the following individuals present: the principal or designee, the teacher, the school counselor, the parents, guardians, or persons in loco parentis; and the student, if appropriate.

### **Grievance Procedures**

Students and employees of the Waldron School District may take the following steps for filing, processing and resolving discrimination complaints:

1. Visit with the district equity coordinator to resolve the complaint within 30 days of the alleged violation
2. Acquire and submit a completed complaint form from the superintendent's office within 30 days of the alleged violation
3. The Equity Coordinator notifies respondent within 5 days and asks respondent to confirm or deny facts, indicate acceptance or rejection on student or employee's requested action, or outline alternatives
4. Respondent submits answer within 10 days to equity coordinator
5. Within 10 days after receiving respondent's answer, equity coordinator refers written complaint and respondent's answer to principal or designee
6. Equity coordinator also schedules conference with grievant, respondent, and principal, or designee
7. Conference is conducted
8. Within 10 days after conference, a written decision is issued to student or employee, respondent, and equity coordinator
9. Equity coordinator schedules within 10 days a conference with grievant, respondent, and superintendent
10. Conference conducted
11. Superintendent issues decision within 10 days following conference
12. If grievant or respondent is not satisfied with decision, he/she must notify equity coordinator within 10 days and request a conference with governing board
13. Equity coordinator notifies governing board within 10 days after received request
14. Equity coordinator schedules conference with governing board to be conducted within 30 days from date of notification to board
15. Conference is conducted
16. Governing board issues final written decision within 10 days after conference regarding validity of grievance and action taken. A section 504 student grievant may request an impartial hearing where the governing board's decision involves the identification, evaluation, or educational placement of a handicapped person in an elementary or secondary education program

This policy along with definitions and general provisions is located in the superintendent's office, and the media center and/or principal's office on each campus.

### **Discipline For The Handicapped**

- A. Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
- B. The Individualized Education Plan (IEP) team for the handicapped student should consider whether particular discipline procedures should be adopted for that student and include in the IEP.

- C. Handicapped students may be excluded from school only in emergencies and only for duration of the emergency. In no case should a handicapped student be excluded for more than ten (10) days a school year.
- D. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting in exclusion.
- E. The suspended student should be offered alternate education programming for the duration of the exclusion.
- F. The building principal will be the grievance officer of ACT 504.

## **VIII. ATTENDANCE POLICY**

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than 48 hours prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family.
3. Observance of recognized holidays observed by the student's faith.
4. Attendance at an appointment with a government agency.
5. Attendance at a medical appointment or legal appointment.
6. Exceptional circumstances with prior approval of the principal.
7. Participation in an FFA, FHA, or 4-H sanctioned activity.
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from development to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the superintendent's discretion, to seventeen (17) year-old students who join the Arkansas Nation Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignments and shall not be considered absent from school for the day the student is serving as a page. It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

### **Unexcused Absences**

Students with four (4) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Students with four (4) unexcused absences or more than ten (10) total absences in a course in a semester may not receive credit for that course. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has two (2) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds four (4) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Students who attend in-school suspension shall not be counted absent for those days.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend former student's operator's license unless he/she meets certain requirements specified in the statute.

### **Make Up Work**

It is the student's responsibility to make up any work missed due to any absence. All make up work should be completed within the same time frame equal to the number of days absent, unless the student has made special arrangements with the teacher.

### **Tardiness**

A five-minute passing period is allowed between each class. Students are expected to use this time as wisely as possible to move from one class to another, to take care of personal needs, and to gather needed materials for the next class or activity. A student is considered tardy if he/she is not in the classroom when the tardy bell rings.

### **Check Out/In Procedures**

A student will be allowed to check out of school only with permission from a parent. Before a student leaves the school property the secretary or administration must sign him/her out in the office. If a student must leave campus because of an unavoidable medical, dental or legal appointment, they will be allowed to return to campus provided they bring a note signed by the doctor, attorney or court official. The student must sign in at the office before proceeding to his/her class or activity. If any parent needs to pick up their child early, he/she will report to the office at which time the child will be summoned. ***Because of the legal responsibility of the school, the child will not be allowed to leave without parental permission.***

A student who arrives late to school must sign in at the principal's office in the High School.

### **Privacy of Students' Records/Directory Information**

All students' educational records are available for inspection and copying by parents of any student who is under the age of eighteen (18), thereafter, the right to inspect and copy a student's records transfers to the student. The district forwards educational records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll. The district shall receive a written permission before releasing educational records to any agency or individual not authorized by law to receive and /or view the educational records without prior parental permission.

For purposes of this policy, the Waldron School District does not distinguish between a custodial and non-custodial parent with respect for gaining access to a student's records.

The fact of a person's status as parent or guardian, alone, enables the parent or guardian to review and copy his child's records.

If there exists a court order that directs that a parent not have access to a student or his records, the parents or guardians must present a file-marked copy of such order to the building principal. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents and guardians, their attorneys and the court that issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of who is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.

Unless the parent or guardian of a student (or student, if above the age of eighteen (18) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers or those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, class in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his./her participation in school clubs and extracurricular activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the district. A student's name and photograph will only be displayed on the district or school's web page after receiving the written permission from the student's parent or student if over of the age of 18. The form of objecting to making directory information available is located in the back of the student handbook and must be completed, signed by the parent of age-eligible students and filed in the building principal's office no later than ten(10) days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission. NOTE: Student's names when used on a school or district web site should only consist of their first name and first initial of their last name.

# **IX. STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school sponsored activities, shall be subject to the editorial control of the district's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings, which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
  - a. Materials considered as being obscene to minors
  - b. Publications that are libelous or slanderous
  - c. Publications that constitute an unwarranted invasion of privacy as defined by state law
  - d. Publications that suggest or urge the commission of unlawful acts on school premises.
  - e. Publications that suggest or urge the violation of lawful school regulations
  - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups

## **STUDENT PUBLICATIONS ON SCHOOL WEB PAGES**

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

1. Not contain any non-educational advertisements. Additionally, student web publications will:
  - a. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
  - b. State that the views expressed are not necessarily those of the School board or the employees of the district.

## **STUDENT DISTRIBUTION OF NONSCHOOL LITERATURE, PUBLICATIONS, AND MATERIALS**

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Materials may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final. The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials. The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression
2. Be uniformly applied to all forms of non-school materials
3. Allow no interference with classes or school activities
4. Specify times, places, and manner where distribution may and may not occur
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 5 days.

**Non-Discrimination Policy**

It is the policy of Waldron Public Schools to provide equal opportunities without regard to race, color, religion, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of the policy may be referred to WHS Principal. Phone 479-637-3405.

# X. Parental Information

## YEARBOOK AD GUIDELINES

The 2015-16 edition of the Waldron High School yearbook will once again feature our traditional senior pages in the back of the book. In an effort to help you make decisions when considering senior pictures this summer, we want to share with you the following guidelines for photo submissions for these pages:

1. Student dress in photos must comply with the school approved dress code. Exceptions to this would be prom photos and school issued uniforms only.
2. All baby pictures submitted for placement in the 2016-2017 yearbook must feature the child in appropriate clothing.
3. Clothing that features suggestive language or alcohol/drugs will not be permitted in photos.
4. Photos containing obscene gestures will be removed and students will have the opportunity to replace the photo.
5. The yearbook staff and its editorial committee will have the final say in all photo submissions. If a submitted photo does not meet the standards of the editorial committee, the student will be given an opportunity to replace the photo.

Yearbook ad payments are due October 1 and November 1, 2016. Ads not paid as of November 1, 2016 will be pulled from the book.

### **Full color ad prices will be:**

Full page	\$265.00
Half page	\$180.00
¼ page	\$100.00
1/8 page	\$75.00

To parents/guardians

Waldron Public Schools believe that good educational development relies upon a partnership between the school and the parent/guardian. In helping with this partnership, a school-parent compact and parental involvement plan has been developed and is included in this section of the handbook.

The Waldron High School Parental Involvement Plan outlines and describes ways that parents are given the opportunity to become involved in their child's education. The school-parent compact provides assistance to parents in understanding how to monitor their child's progress, standards, academic assessments, and how to improve achievements.

The parental involvement plan also lists activities such as CAP conferences, college fairs, and freshman orientation that encourages and supports parent's involvement in the education of their children. Other activities that are described are "Meet the Teacher Night", distribution of informational packets and parent teacher conferences. The parental plan of the high school also informs parents about the school's participation in the Title I program.

I look forward to working with you and your child as we strive to make the 2016-17 school year a success. If you have any questions about our parental involvement plan at the high school, please feel free to contact me at (479) 637-3405.

Sincerely

Joshua Brown  
Assistant Principal  
High School Parent Facilitator  
[Brown.josh@waldronsd.org](mailto:Brown.josh@waldronsd.org)

## SCHOOL-PARENT COMPACT

Waldron High School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards. Students will be given differentiated instruction in the classroom to ensure that each of their needs are being met according to TLI Assessments that are given at various times of the year.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. The first term parent-teacher conference will occur in October.
3. Provide parents with frequent reports of their children's progress. If a student's grade is below average, a progress report will be sent to the parents via mail each 5<sup>th</sup> week of the grading period. Upon parent request, student progress may be monitored more frequently. Report cards will be issued at the end of each quarter. Parents will also have access to the student's progress in each class through HAC. The site will be updated on a weekly basis by teachers.
4. Provide parents reasonable access to staff. Parents may schedule a meeting with staff during conference periods.
5. Provide parents opportunities to volunteer and encourage positive participation in classroom activities. To be considered a volunteer, all persons must fill out the appropriate application and return it to the principal for approval. Parent volunteers must attend an orientation session. Volunteer applications may be picked up through the high school office.

Waldron High School anticipates that parents/guardians will support their children's learning in the following ways:

1. Monitoring attendance
2. Making sure that homework is completed
3. Monitor amount of television their children watch
4. Participating, as appropriate, in decisions relating to children's education
5. Promoting positive use of their child's extracurricular activities
6. Staying informed about their child's education and communicating with the school by promptly reading all notices from the school or the school district either by their child or by mail and responding, as appropriate
7. Serving, to the extent possible, on policy advisory groups, such as being the Title I Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee of practitioners, the School Support Team or other advisory or policy groups.

### PARENTAL INVOLVEMENT POLICY/PLAN

Develop jointly, agree on with and distribute to parents of participating students a written parent involvement policy that describes the means for carrying out the policy requirements.

- Waldron School District has a parent involvement handbook which is used to relay information pertaining to procedures of parental involvement. Waldron High School annually distributes the SCHOOL-PARENT COMPACT. This compact provides materials and assistance to parents in understanding how to monitor a child's progress; standards, academic assessments, and how to improve achievement. Waldron High School provides this compact in multiple languages. **DEVELOPING BUILDING-PARENT CAPACITY:** Waldron High School will provide assistance to parents of children served by the school in understanding such topics as the State's academic content standards and State academic achievement standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- The School shall also provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. Waldron High School's administration and staff will receive training in the methods of assisting parents in their child's education, in understanding the value and utility of contributions parents make to the school, and how to communicate that parents are equal partners in education. The school will implement and coordinate parent programs and build capacity between parents and the school. Activities, such as parent resource centers, parent-teacher conferences, CAP conferences, college fair and freshman orientation will encourage and support parents in more fully participating in the education of their children. The School will also insure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable in a language the parents can understand. Waldron High School will provide such other reasonable support for parental involvement activities as parents may request.

Convene an annual meeting, at a convenient time, to which all parents of participating children must be invited and encouraged to attend to inform parents of their school's participation in Title I, the requirements of the program, and the right of the parents to be involved.

### **WALDRON PARENT INVOLVEMENT**

- We use a variety of strategies to involve our parents in the education of their students. We host parental (Meet the Teacher Night) whereby parents are given information about the curriculum and strategies to help their child become successful. We recruit parents to serve on ACSIP, and other committees. We host 2 parent teacher conferences each year in order to inform the parents of the progress of their child. Each fall we host a Title I Parent Engagement Night whereby we inform parents of the programs and opportunities available to them and their children. We involve parents in the development of our parent involvement policy...and the evaluation of the same. We have a parent school compact that is sent home with each student...with the signature of the parent secured.
- Freshman Orientation will be held with activities designed to transition students from middle school into the high school setting. It will be provided during the spring or summer for all incoming ninth graders and their parents. Information provided will include policies, procedures, and expectations at the high school level.
- Waldron High School provides tips for how parents can foster their child's success. School personnel will distribute this information to the parents as a bridge for home/school connection. The parent will be able to incorporate these developmentally appropriate learning activities in the home environment. School personnel will also provide study guides, curriculum pacing, and other exercises that parents can use to assist their child's education. To encourage communications with parents the school shall prepare INFORMATIONAL PACKETS, appropriate for the age and grade of the child, describing the school's parental involvement program. The recommended role of the parent, student, teacher, and school. Ways for the parents to become involved in the school and his or her child's education. A system to allow the parents and teachers to communicate in a regular, two-way, and meaningful manner with the child's teacher and the school principal.

Waldron High School will participate in an annual Title I Meeting to give parents the following information including, but not limited to: the right of parents to be involved in planning, review, and improvement of parent programs and a description and explanation of the curriculum used in the school, types of assessment and proficiency levels. This information may be presented to parents several times and in several ways throughout the year.

- Waldron High School uses the "Meet the Teacher Night" to discuss with parents the right and the encouragement to be involved. We discuss our curriculum, as well as how our students are assessed formally and informally. We also discuss our status in school improvement, and our plans for future improvement.

Offer a flexible number of meetings, such as in the morning or in the evening. Funds may be used to provide transportation, child care, or home visits, as the services relate to parent involvement.

- Waldron High School offers several opportunities for parents to meet with teachers and administration. We offer a designated time during the day for parent teacher conferences.
- We also offer a parental involvement/AP night in an effort to continuously improve parental involvement. On several of these programs we offer child care for parents to provide opportunities to be involved in their school children's education.

Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide plan. If the school already has a process in place, it may use that process, if it includes an adequate representation of parents of participating with children.

- There will be an Annual review and update of our Title I School/Parent Compact. The Compact will be distributed to each parent with the student handbook and at fall Parent/Teacher Conference. The parents are required to sign off confirming their receipt of the Compact. There will be a meeting in the fall to encourage parents to have input into the Title I program. Data collected at the end of each school year determines the effectiveness of the parental involvement program.

By law, parents will be notified in writing as mandated by the state of the status of school improvement as well as our plans for improvement such as interventions and remediation, such as after school tutoring.

Opportunities are provided for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any such suggestions as soon as practicable possible. If the school wide plan is unsatisfactory to the parents of participating children, submit parent comments when the school makes the plan available to the district.

# **XI. WHS Chromebook Usage Handbook**

## Chromebook Usage Handbook Committee 2016 – 17

Daniel Fielding—High School Principal  
Joshua Brown—HS Asst. Principal  
Patti Fletcher—Media Specialist  
Mike Galinato—Technology Coordinator  
Cody Parks—Informational Technology  
Kristi Sigman—Federal Programs Coordinator  
Traci Brown—Math Department  
Loren Kennedy—Science Department

### **Waldron Public Schools Equity Compliance**

In keeping with the guidelines in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, and the Americans with Disabilities Act of 1991, the Waldron School District assures that no person shall on the basis of race, color, national origin, sex, age, or handicapping condition be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity.

Kristi Sigman, Coordinator  
Waldron School District  
1560 West 6<sup>th</sup> Street  
Waldron, AR 72958

## **Receiving Your Chromebook**

### **1. Parent/Guardian Orientation**

All parents/guardians/students are required to attend an orientation and sign the Waldron Public Schools Chromebook Agreement before a Chromebook can be issued to their student.

### **2. Distribution**

Freshmen, sophomores, juniors, and seniors will receive their Chromebooks and related peripherals during orientation that occurs before school starts. Students and parents must sign the WHS Student Chromebook Receipt at the time they receive their Chromebook.

### **3. Transfer/New Student Distribution**

All transfers/new students will be able to pick up their Chromebook from the Waldron High School Media Center. Both students and their parents/guardians must complete orientation and sign the Waldron Public Schools Chromebook Agreement prior to picking up a Chromebook.

## **Returning Your Chromebook**

### **1. End of Year**

At the end of the school year, students will turn in their Chromebooks and all issued peripherals. A time will be set aside to orderly take up the Chromebook devices near the end of the year. Failure to turn in a Chromebook will result in the student being charged the full \$400.00 replacement cost. The district may also file a report of stolen property with the Waldron Police Department.

### **2. Transferring/Withdrawing Students**

Students who transfer out of or withdraw from the Waldron Public Schools must turn in their Chromebooks and all issued peripherals to the Media Center on by their last day of attendance. A time will be set aside to orderly take up the Chromebook devices near the end of the year. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Waldron Public Schools may be turned over to a collection agency or result in a lawsuit being filed in small claims court. The district may also file a report of stolen property with the Waldron Police Department.

### **3. Graduating Seniors – Chromebook Buy-Out Policy**

When a student graduates from Waldron High School they will be given the opportunity to purchase his/her currently assigned Chromebook at fair market value. The Chromebook value will depend on the current age/use of the device according to the school's inventory documentation.

- 1 year of use - \$250
- 2 years of use - \$150
- 3 years of use - \$50
- 4 years of use - \$1

## **Training**

Students will receive regular training to address care and usage of the Chromebook as well as usage of Google Apps (WaldronSD Accounts). Regular Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

## **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the WHS Media Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions**

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

- Always bring your Chromebook to room temperature prior to turning it on.
- Never let someone else use your Chromebook. We have seen instances where someone (perhaps a family member) was allowed to use it and the student lost ALL of their files. There is a risk of it being damaged while in someone else's possession. **Also, any inappropriate websites used on the student's Chromebook will be the responsibility of that student and the discipline actions that may incur. It is the student's responsibility for any and all websites that are used on THEIR Chromebook.**

#### Device Protection

- Each student will be issued a protective sleeve for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the sleeves are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.

#### Carrying Chromebooks

- Always transport Chromebooks with care and in Waldron Public Schools issued protective sleeves. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Never stuff the Chromebook inside a fully packed backpack or bag, as other items have been known to break the screen.

#### Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, earbuds, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth .

#### Ensuring the Safety and Security of Your Chromebook

Students and parents are responsible for the safety and security of the assigned Chromebook. Combination locks will be assigned and provided for the students' lockers at school. In the event that the student cannot guarantee the security of the Chromebook during various activities, the student is asked to secure the device in the locker with the lock appropriately attached.

## Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

#### If a student does not bring his/her Chromebook to school

- A student may stop at the technology sub-station or WHS Media Center and check out a loaner for the day, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year. The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action. **If a student reaches three offenses in a 9 week period the following consequences will occur.**
  - **On a student's 3<sup>rd</sup> documented offense the student will receive 3 Days Morning Detention**
- The students that obtain a loaner will be responsible for returning the borrowed device to the technology sub-station or Waldron High School Media Center before 3:30 pm.
- If a loaner is not turned in by 3:30 pm, a report will be filed with school administration and the administrator will work on retrieving the loaner.

### Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the building available to students on a first-come-first-served basis. Students may use the charging station, in the commons, in the morning, before school, or during lunch.
- If a student brings their Chromebook to school but does not have a charge, it will be documented as not having their Chromebook and the consequences outlined above will be used.

### Chromebooks being repaired

- Loaner Devices/Chromebooks may be issued to students when they leave their school-issued Chromebook for repair if they have purchased the insurance.
- A student borrowing a Device/Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home if they have paid for the repair/replacement insurance.
- If a student's Chromebook is turned in for repair and the student does not have insurance, they will not be able to take a loaner home. There will be devices in each classroom so that they will have access to a Chromebook while in class.
- The Media Center staff will contact students when their devices are repaired and available to be picked up. If a student does not have insurance, they will not be able to pick up their Chromebook until all charges are paid for the repair.

### Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Waldron Public Schools. Spot checks for compliance will be done by administration, teachers, learning coaches, and technology support staff at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Waldron Public Schools acceptable use policy.

### Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers in the classrooms.

### Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be setup for printing at school.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:  
<http://www.google.com/cloudprint/learn/>.

### Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@waldronsd.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Waldron Public Schools Technology Department reserves the right to disable your account.

### Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Waldron Public Schools Internet Safety and Electronic Device Use Policy, Student Electronic Device and Internet Use Agreement, Administrative Procedures, and all other guidelines in this document wherever/whenever they use their Chromebooks.
- Please be advised that is **NEVER OK TO DOWNLOAD ILLEGAL MEDIA/STREAM** (music/video/movie) to their Chromebook at any time. This could be considered a violation of international copyright laws, which carry harsh punishments for the offender. Also be aware, that if you are caught doing such, you will be turned over to the administration and/or proper authorities.
  - 1<sup>st</sup> Offense—5 Days ISS/any other actions due to a civil suit
  - 2<sup>nd</sup> Offense—10 Days ISS/Chromebook privileges limited/any other actions due to a civil suit

# **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

## **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

## **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

## **Updates**

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

## **Virus Protection**

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

## **Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). If a student is caught intentionally trying to get around a school filter there will be consequences.

- 1<sup>st</sup> Offense—Limited access to websites on their chromebook/ 3 Days Morning Detention
- 2<sup>nd</sup> Offense—Limited access to websites on their chromebook/5 Days Morning Detention
- 3<sup>rd</sup> Offense—Limited access to websites on their chromebook/ 3 Days ISS

## **Inspection**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

# **Software on Chromebook**

## **Originally Installed Software**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times. Students are not allowed to modify the Operating System settings at any time.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

## **Google Apps for Education (WaldronSD Accounts)**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.

## **Additional Apps and Extensions**

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Waldron Public Schools.

# Repairing or Replacing Your Chromebook

## Tech Support

All Chromebooks in need of repair must be brought to the Waldron High School Media Center as soon as possible.

## Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Waldron Public Schools Technology Department. All repairs and maintenance will be completed by the technology department. Do not attempt repairs on your own.

## Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements: (approximate amounts)

- Screen - \$75.00
- Keyboard/touchpad – \$75.00
- Power cord - \$65.00
- Chromebook sleeve - \$20.00
- Full Replacement Cost (Chromebook, Charger, Bag) - \$300--\$400.00 (Depending on model)

Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

## Accidental Damage or Loss Protection

As part of the 1:1 Chromebook initiative at Waldron High School, the Waldron Public Schools is recommending the purchase of an Equipment Repair and Replacement package prior to the deployment of the Chromebook to your child. Waldron Public Schools will be the sole provider for this program. Under this fee agreement, the Chromebooks are protected against accidental damage or loss due to an act of nature. The Waldron Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This fee **does not** cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Waldron Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

## Malicious Destruction

All acts of malicious destruction or vandalism will be reported to the building principal. The offending person(s) responsible for the damage will be held accountable. Disciplinary actions and/or restitution will be determined by the building principal. Administration will determine if further action is warranted based on the circumstances of the situation.

## Equipment Repair and Replacement Fee

Waldron Public Schools strongly recommends that an Equipment Repair and Replacement package be purchased prior to the deployment of the Chromebook to your child. The cost is \$30.00 annually for each Chromebook. This fee can be paid in 2 installments. The amount must be paid in full by September 15<sup>th</sup> unless other arrangements have been made with administration. The Equipment Repair and Replacement Policy will not be in effect until the full amount has been paid. Each claim covered by the fee will be assessed an incremental deductible within the current school year. The claim deductibles are listed below. If a student withdraws from Waldron High School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal. The Equipment Repair and Replacement fee is non-refundable.

<b>Annual Premium Due at Registration</b>	<b>Deductible Claim #1</b>	<b>Deductible Claim #2</b>	<b>Deductible Claim #3</b>
\$30 per device	\$0	\$50	\$100

Again, it is very important to understand the importance of obtaining the insurance for your child's Chromebook. If a student does not purchase insurance, then he/she will be fully responsible for any repair costs associated with any damages and/or neglect. The school district will no longer be able to loan student devices if they still owe for repair/replacement costs. In other words the student will NOT be given another device until any monies owed are paid in full. Students will have access to a Chromebook device in each class but will not be able to take it outside of the classroom. Students may borrow a device if it is a warranty repair or repair that was not caused by neglect or accident.

### **Chromebook Technical Support**

The Waldron High School Technology Office will be the first point of contact for repair of the Chromebooks.

Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default 0
- System software updates

### **Appropriate Uses and Digital Citizenship**

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should ALWAYS use their WaldronSD account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. Additionally, students may sign up for a Google+ account, which is a social networking platform that lets users share information and collaborate with others. If a student signs up for Google+, they should consult with their parent(s)/guardian(s) before doing so because the account requires some personal information to be shared.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.
7. **Classroom Use.** I will use the device for its intended purpose during class. That means, when the teacher asks the class to take the device out for use, I will only access the sites that the teacher has instructed and **WILL NOT** be on: Social Sites, YouTube (unless asked to do so), Music Sites, Video Sites, Games, Messaging, or any other site that the teacher has not given me permission to do so. I understand that if I do not comply with this rule, I could lose device take home privileges and/or I will be required to **ONLY USE** the device when a specific teacher sends a note to check one out on a class to class basis. There will be **ZERO TOLERANCE** for social media and other inappropriate websites during instructional time.

1<sup>st</sup> Offense—3 Days Morning Detention

2<sup>nd</sup> Offense—5 Days Morning Detention

3<sup>rd</sup> Offense—3 Days ISS/Chromebook Privileges and take home privileges limited/revoked

4<sup>th</sup> Offense—5 Days ISS/Chromebook will not be taken home and check out on class to class basis

Students at Waldron Public Schools shall receive instruction in Internet Safety according to CIPA compliance guidelines. This curriculum will include material related to appropriate “Access to Internet by Minors”, appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Waldron Public Schools Student Electronic Device and Internet Use Agreement can be reviewed at any media center in the Waldron Public Schools.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed 4.29F Student Electronic Device and Internet Acceptable Use Policy signature form available in this handbook, from building administrators or media specialists.

#### **4.29 INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY**

##### **Definition**

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

##### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors<sup>1</sup>; therefore, it is the policy of the District to protect each electronic device with Internet filtering software<sup>2</sup> that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

##### **Internet Use and Safety**

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use<sup>3</sup> including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

##### **Misuse of Internet**

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook<sup>4</sup> and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

## **\XII. (4.29F)—STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT**

The Waldron School District agrees to allow the student identified above (“Student”) to use the district’s technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data):

**1. Conditional Privilege:** The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No student may use the district’s access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.

**2. Acceptable Use:** The Student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.

**3. Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action ranging from: temporary loss of privileges, permanent loss of privileges, detention, in-school suspension, out of school suspension.

**4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:**

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking, trademark, plagiarism, copyright, and/or intellectual property law violations; users must follow all license agreements;
- d. making unauthorized copies of computer software;
- e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person’s name or password or using an account or password of another user or sharing accounts or passwords with another user;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, address, phone number, social security number and passwords.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District’s Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

Students who misuse district-owned computers or Internet access, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action ranging from: temporary loss of privileges, permanent loss of privileges, detention, in school suspension, corporal punishment, or out-of-school suspension.

**5. Email:** Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Waldron Public Schools. This email system is monitored by the Waldron Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

**6. Liability for debts:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

**7. No Expectation of Privacy:** The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

**8. No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student. The school district currently implements a web content filter on campus. Parents are strongly encouraged to monitor and/or filter their child's activities while they are accessing the internet from home. Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Waldron Public Schools harmless from any claims or damages arising from such use. Waldron Public School District makes no warranties for the information or the services provided.

**9. Signatures:** We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

### **CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING**

The Waldron High School Chromebook Policy and Usage Handbook is available on the Waldron School District website at <http://waldron.k12.ar.us>

**CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING**

The Waldron High School Chromebook Policy and Usage Handbook is available on the Waldron School District website at <http://waldron.k12.ar.us>

The Waldron Public Schools’ Student Electronic Device and Internet Use Agreement (4.29F) is attached for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Waldron Public Schools Policy regarding the use of computers and the Internet in the Waldron Public Schools. Your signature also states that you authorize Waldron Public Schools to create and utilize “cloud services” accounts that will be under the control of Waldron Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to Waldron Public Schools.)

Additionally, as part of the 1:1 Chromebook initiative at Waldron High School, the Waldron Public Schools is recommending the purchase of an Equipment Repair and Replacement package prior to the deployment of the Chromebook to your child. Waldron Public Schools will be the sole provider. Under this agreement, the Chromebooks are protected against accidental damage or loss due to an act of nature. The Waldron Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This fee does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Waldron Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

<b>ANNUAL PREMIUM DUE AT REGISTRATION</b>	<b>DEDUCTIBLE CLAIM #1</b>	<b>DEDUCTIBLE CLAIM #2</b>	<b>DEDUCTIBLE CLAIM #3</b>
\$30 per device	\$0	\$50	\$100

Please check one of the following options:

- I accept and will abide by the Waldron High School Chromebook Policy & Usage Handbook. **Additionally, I would like to purchase the Equipment Repair and Replacement package through the Waldron Public Schools in the amount of \$30.**
- I accept and will abide by the Waldron High School Chromebook Policy & Usage Handbook. **I DO NOT wish to purchase the Equipment Repair and Replacement package through the Waldron Public Schools and understand that I am responsible for 100% of all damages.**
- I accept and will abide by the Waldron High School Chromebook Policy & Usage Handbook. **I DO NOT wish to have my child issued a Chromebook to take home.** *(PLEASE NOTE: If you choose this option, students will be able to check out a Chromebook for daily use in the WHS Media Center. Students will be responsible for all damages while the device is in their possession).*

\_\_\_\_\_  
**Printed Student Name**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature (REQUIRED)**

\_\_\_\_\_  
**Date**

## **4.29F—STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT**

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Waldron School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action ranging from: temporary loss of privileges, permanent loss of privileges, detention, in-school suspension, out of school suspension.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking, trademark, plagiarism, copyright, and/or intellectual property law violations; users must follow all license agreements;
  - d. making unauthorized copies of computer software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person's name or password or using an account or password of another user or sharing accounts or passwords with another user;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, phone number, social security number and passwords.
  - q. using the network for financial or commercial gain without district permission;
  - r. theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. introducing a virus to, or otherwise improperly tampering with the system;
  - u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school district without proper authorization;
  - w. providing access to the District's Internet Access to unauthorized individuals;
  - x. failing to obey school or classroom Internet use rules; or

- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

Students who misuse district-owned computers or Internet access, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action ranging from: temporary loss of privileges, permanent loss of privileges, detention, in school suspension, corporal punishment, or out-of-school suspension.

5. Email: Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Waldron Public Schools. This email system is monitored by the Waldron Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
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- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

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7. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

8. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student. . The school district currently implements a web content filter on campus. Parents are strongly encouraged to monitor and/or filter their child's activities while they are accessing the internet from home. Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Waldron Public Schools harmless from any claims or damages arising from such use. Waldron Public School District makes no warranties for the information or the services provided.

9. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_